

## **APPENDIX R**

### **TRANSPORTATION FACILITIES GUIDE (TFG) INSTRUCTIONS**

#### **PART I - TRANSPORTATION FACILITIES GUIDE TUTORIAL**

##### **A. PURPOSE**

1. General. The purpose of the Transportation Facilities Guide (TFG) Tutorial is to provide the user with necessary information and step-by-step procedures to use the TFG on-line application system effectively. The TFG contains information on transportation facilities of the Departments of the Army, Navy, Air Force, and the Defense Logistics Agency (DLA), and is used to determine the proper routing for DOD freight and passenger movements between points within the CONUS. The Transportation Facilities Guide Tutorial Manual is intended for use by all personnel who need to view, update, and report on data from the TFG system.

2. Assistance and Problem Reporting. Any trouble or problems with the TFG should be reported immediately to the CFM Help Hot Line, (703) 696-8770. All TFG users are encouraged to contact the CFM Help Hot Line for assistance if there are any questions about the use of the system.

##### **B. ACCESSING THE SYSTEM**

1. The user must have a personal computer (PC) to access TFG. The system can be accessed either through modem to an outside phone line or direct, using Internet Protocol (I.P.) Address 144.101.9.78. There are several ways to connect a PC to the CFM host system, each involves the use of a PC communications software. While the procedures outlined below are intended for PROCOMM PLUS, the user is advised to check with local information personnel for correct communications software package installation.

2. First-Time Log-On Procedures. The following instructions are a one-time installation procedure, to be followed only when a particular PC is used to access the TFG for the first time.

a. When the DOS "C:" prompt appears, type the following commands, pressing [ENTER] after each command:

```
CD PCPLUS [ENTER]
("C:\PCPLUS" prompt will appear)
PCPLUS [ENTER]
```

The PROCOMM PLUS logo appears on the screen and PROCOMM PLUS initializes your modem. (Make a personal notation of the PROCOMM version number for later reference). Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press "Alt-D." The Dialing Directory menu will appear. By using the arrow keys, you may select any available blank line. However, if in subsequent sessions you wish to use the accelerated log-on procedures described in paragraph B.3 below, you must select line 7 at this step.

c. Press "R" to select the REVISE ENTRY command. A pop-up menu displays.

(1) Type the interface name, i.e., MTMC-TFG, and press [ENTER].

(2) Type the phone number that was assigned to you with your log-on information, and press [ENTER]. A pop-up menu displays a list of baud rates. If necessary, use the arrow keys to highlight the modem baud rate and press [ENTER].

(3) The cursor moves to the PARITY line and a pop-up menu displays options. Use the arrow keys to select "None" and press [ENTER].

(4) The cursor moves to the DATA BITS setting. If this setting is not "8," type "8" and press [ENTER].

(5) The cursor moves to the STOP BITS setting. If this setting is not "1," type "1" and press [ENTER].

(6) The cursor moves to the DUPLEX setting; PROCOMM PLUS highlights FULL, and a pop-up window displays, with the word FULL highlighted. Press "Enter" to accept this selection.

(7) The cursor moves to the PORT option. DEFAULT is highlighted and a pop-up window displays additional port selections. Use the arrow keys to select the desired port and press [ENTER].

(8) The cursor and highlighting next moves SCRIPT. Press [ENTER].

(9) The PROTOCOL specifications will display. Press [ENTER] to accept the default selection of XMODEM.

(10) The cursor moves to the TERMINAL option. A pop-up window displays additional options. Use the arrow keys to highlight VT/ANSI and press [ENTER]. Another list of options displays. Select VT102, and press [ENTER].

(11) The cursor moves to the MODE option, and a pop-up window will appear with mode options. MODEM is highlighted. Press [ENTER].

(12) The cursor moves to PASSWORD. No entry is required. Press [ENTER].

(13) The cursor moves to META FILE. No entry is required. Press [ENTER].

(14) The cursor moves to KBD FILE. No entry is required. Press [ENTER].

(15) The cursor moves to NOTE FILE. No entry is required. Press [ENTER].

(16) A pop-up window displays the prompt "CLEAR LAST DATE AND TOTAL? (Y/N)." It does not matter which key is pressed, as the entry function has not yet been called.

(17) The prompt "ACCEPT THIS ENTRY? (Y/N)" displays. Press [ENTER] ("Y" is the default), or type "N" to revise this entry again.

(18) The prompt "SAVE ENTRY TO DISK? (Y/N)" displays. Press [ENTER] ("Y" is the default). The entry is saved and the REVISE ENTRY window is closed.

d. The Dialing Directory window displays with your new entry highlighted. Press "Enter" to dial the new entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays with a list of available menu options. (See figure R-1)

```
PROCOMM PLUS on-line to tmmc-tfg at 2400 baud
2400
c

Welcome to the MTMC Terminal Server
Unauthorized access prohibited

The following menu is a list of available HOSTS by Name

Enter desired HOSTS and CR

SUN1      CFM      DPS8      SOL      RATES      WHISTSUN      HPCFM1
          SAACONS      SIMD      PIMD      BAILEYS-EMH2

baileysx-ts1
```

**Figure R-1.** MTMC Terminal Server Options Screen.

e. At BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At TFG Log-On prompt, type your assigned log-on and press [ENTER].

(2) At password prompt, type your assigned password and press [ENTER]. The password will not displayed as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates the system has automatically set additional terminal settings.

f. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***  
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.  
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.  
Please type "y" and hit ENTER if you need the copy(y/n/CR) :
```

(1) Type "Y" and press [ENTER]. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***  
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.  
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.  
Please type "y" and hit ENTER if you need the copy (y/n/CR): y  
Press "Pg-Dn" key and choose the Kermit option now.
```

(2) Press "Pg Dn." A pop-up menu displays a list of protocol options. Type "K" to select KERMIT and press [ENTER]. The pop-up window is replaced by another, indicating the transfer of data. As soon as downloading of protocol information is complete, the second pop-up window disappears and the following message displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***  
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.  
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.  
Please type "y" and hit ENTER if you need the copy (y/n/CR): y  
Press "Pg-Dn" key and choose the Kermit option now.
```

```
IF YOUR VERSION IS 1x, COPY PCPLUS.KB1 PCPLUS.KBD.  
IF YOUR VERSION IS 2x, COPY PCPLUS.KB2 PCPLUS.KBD.  
THEN REBOOT YOUR PC AND LOGIN TO THE TFG.  
LOGGING YOU OUT NOW.  
logout
```

```
[Connection to HPCFM1 closed by foreign host]  
baileysx-ts1>
```

(3) Type "EXIT" and press [ENTER]. Press "Alt-X" to exit to DOS. Press "Y" to confirm. Press "Y" to hang up. You will then be returned to the "C:\PCPLUS" prompt.

g. Recall the PROCOMM version number you recorded at the beginning of your session. Type one of the following two commands, depending on your version number, and press [ENTER] at the end of the command:

For version 1.x: COPY PCPLUS.KB1 PCPLUS.KBD

For version 2.x: COPY PCPLUS.KB2 PCPLUS.KBD

(1) You are now able to log on to TFG according to the normal log-on procedures described in paragraph 2 below.

(2) To bypass the normal log-on procedures and accelerate entry into TFG, follow the procedures in paragraph 3 below.

## 2. Normal Log-on Procedures.

a. When the DOS "C:" prompt appears, type the following commands, pressing [ENTER] at the end of each command:

CD PCPLUS [ENTER] ("C:\PCPLUS" prompt will appear.)

PCPLUS [ENTER] The PROCOMM PLUS logo will appear on the screen and PROCOMM PLUS initializes your modem. Press any key to enter PROCOMM PLUS terminal mode.

b. To activate the menu line, press "Alt-D." The Dialing Directory menu displays. Use the arrow keys to highlight the entry created for TFG.

c. Press [ENTER] to dial the entry. A message displays when the connection is made. When the baud rate is displayed, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays (see figure R-1), with a list of available menu options.

d. At the BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not display as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

e. The following prompt displays:

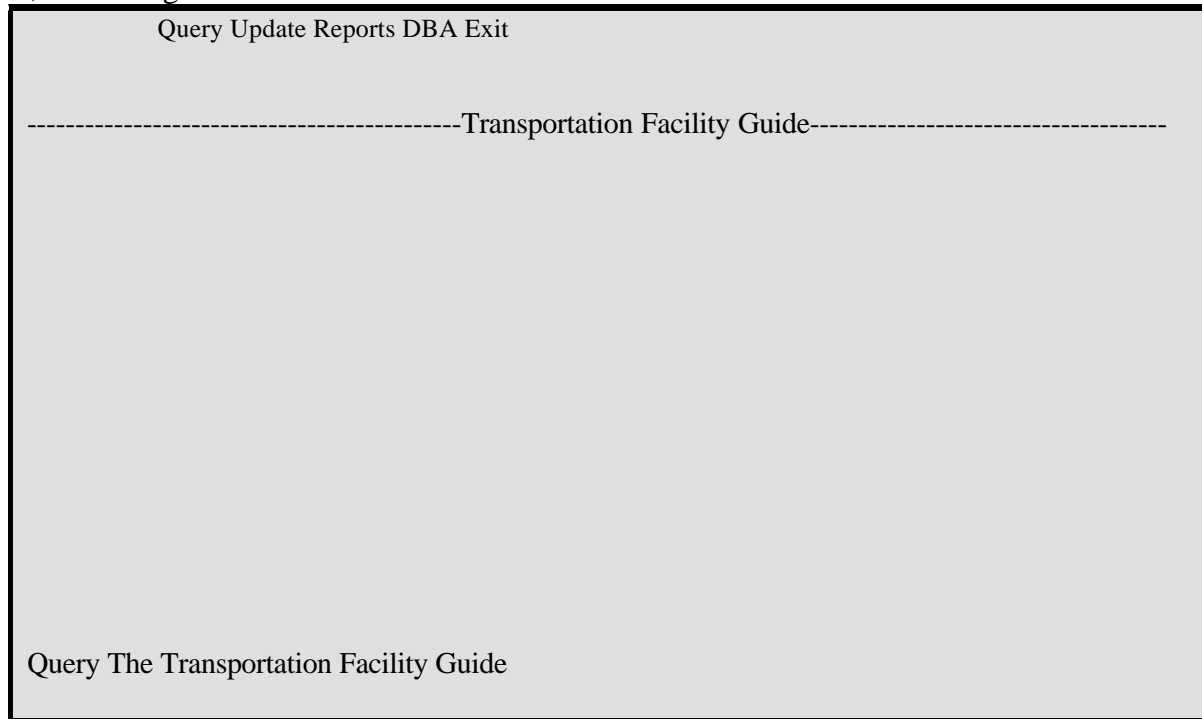
\*\*\* WELCOME TO TFG/ORACLE APPLICATION \*\*\*

YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.

ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.

Please type "y" and hit ENTER if you need the copy(y/n/CR) :

f. Press [ENTER], or type "N" and press [ENTER]. If the log-on is successful, the Transportation Facilities Guide (TFG) Main Menu will appear (Figure R-2). Proceed to Section C, Processing Procedures.



**Figure R-2.** Transportation Facilities Guide Main Menu.

3. Accelerated Log-on Procedures.

a. Depending on the user's version of PROCOMM, type one of the following commands at the "C:\PCPLUS" prompt, pressing [ENTER] after the desired command.

For Version 1.x: TFG1

For Version 2.x: TFG2

The Dialing Directory window will appear. When the window disappears and the baud rate displays, press [ENTER] twice in rapid succession. The MTMC Terminal Server screen displays with a list of available menu options.

b. At the BAILEYSX-TS1> prompt, type "HPCFM1" and press [ENTER]. This connects to the Hewlett-Packard computer.

(1) At the TFG Log-on prompt, type your assigned log-on and press [ENTER].

(2) At the password prompt, type your assigned password and press [ENTER]. The password will not display as it is typed.

(3) When "Term = (VT220)" displays, press [ENTER]. This message indicates that the system has automatically set additional terminal settings.

c. The following prompt displays:

```
*** WELCOME TO TFG/ORACLE APPLICATION ***  
YOU WILL RECEIVE A SPECIAL KEYBOARD FILE NEEDED FOR TFG.  
ON RECEIPT, COPY APPROPRIATE VERSION AS YOUR PCPLUS.KBD FILE.  
Please type "y" and hit ENTER if you need the copy(y/n/CR) :
```

d. Press [ENTER], or type "N" and press [ENTER]. The TFG Main Menu displays (Figure R-2). Proceed to Section C, Processing Procedures.

#### 4. Field Module User Access.

a. At the Field Module System Menu (Figure 2-3), press "7" to access the CFM Host System Utilities, and press [ENTER]. The Host Utilities pop-up window displays (Figure R-4).

b. Press "2" to access the Transportation Facilities Guide. The following prompt displays (Figure R-5):

```
Call the TFG Host System?  
<Yes> <No>  
The response "Yes" is highlighted.
```

c. If you wish to be connected to the host system and continue processing, press [ENTER] to select the highlighted "Yes." If you wish to discontinue access to the host, select "No" and press [ENTER].

d. Depending on the PC communications software package used, the user may connect to the host in one of several ways. Continue using one of the following procedures:

- (1) For first-time log-on, continue at paragraph B.1.e;
- (2) For normal log-on, continue at paragraph B.2.d;
- (3) For accelerated log-on, continue at paragraph B.3.b.

### **C. PROCESSING PROCEDURES**

The TFG data is accessed by scrolling through a series of screens. All users can query the data (see paragraph D. for detailed instructions). Only owners of a record can access the update option for that record (see paragraph E. for detailed instructions). Both the user and the Data

Base Administrator (DBA) may access the Reports option (see paragraph F. for detailed instructions). Only the DBA may access the DBA option (see paragraph G. for detailed instructions).

* Test *	FM SYTEM MENU	94.11.09 – 14:25:08
-----		
<p>CONUS FREIGHT MANAGEMENT SYSTEM CFM FIELD MODULE RELEASE 4.010</p> <ol style="list-style-type: none"> <li>1. Outbound Shipment Processing</li> <li>2. Inbound Shipment Processing</li> <li>3. Discrepancy Reports</li> <li>4. Reference File Maintenance</li> <li>5. Mileage Lookup</li> <li>6. Local System Utilities</li> <li>7. CFM Host</li> <li>Q. Quit</li> </ol>		
Online access to CFM Host		

**Figure R-3.** Field Module System Menu.

* Test *	FM SYSTEM MENU	94.11.09 - 14:25:08
-----		
<p>CONUS FREIGHT MANAGEMENT SYSTEM CFM FIELD MODULE RELEASE 4.010</p> <ol style="list-style-type: none"> <li>1. Outbound Shipment Processing</li> <li>2. Inbound Shipment Processing</li> <li>3. Discrepancy Reports</li> <li>4. Reference File Maintenance</li> <li>5. Mileage Lookup</li> <li>6. Lo                      Host Utilities</li> <li>7. CF     1. On-Line CFM Host Access  </li> <li>Q. Q     2. Transportation Facilities Guide  </li> <li>        3. Exit  </li> </ol>		
Online access to CFM Host		

**Figure R-4.** Host Utilities Pop-Up Menu.



* Test *	FM SYSTEM MENU	94.11.09 - 14:25:08
<div style="margin-bottom: 20px;"> CONUS FREIGHT MANAGEMENT SYSTEM  CFM FIELD MODULE RELEASE 4.010 </div> <div style="margin-bottom: 20px;"> 1. Outbound Shipment Processing  2. Inbound Shipment Processing  3. Discrepancy Reports  4. Reference File Maintenance  5. Mileage Lookup  6. Lo _____ Host Ut _____ </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 7. CF   1. On-Line CFM Host Access  Q. Q   2. Transportation Facilities Guide    3. Exit </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> Call the TFG Host System </div> </div>		
Online access to CFM Host		

**Figure R-5** Transportation Facilities Guide Prompt.

#### **D. QUERYING TRANSPORTATION FACILITIES GUIDE DATA**

1. All users may query TFG data. Press "Enter" to choose the highlighted Query option from the TFG main menu. The Transportation Facilities Guide General Section screen (Figure R-6) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appears with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform a query and retrieve information for activities, you can access all other screens on the various shipping methods as detailed in paragraphs D.2.a. through D.2.f. Records may be queried by DODAAC, GBLOC, branch of service, or state as detailed in paragraph D.1.

TRANSPORTATION FACILITIES GUIDE GENERAL SECTION		
DODAAC Activity	GBLOC	
State	Branch	
Consignee Address		
City	State	Zip
Telephone directory		
TO/TFC DSN Com'l Hours	Receiving DSN Com'l Hours	Facsimile DSN Com'l Hours
Special Instructions		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		
Enter a query, press PF1 to execute, cancel.PF4 to cancel.		

**Figure R-6.** Transportation Facilities Guide General Section.

3. Query by DODAAC, GBLOC, State, or Branch.

a. Type the DODAAC of the activity you wish to view, or press [ENTER] until the cursor moves to the GBLOC, State or Branch field. If the entire GBLOC or DODAAC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all DODAACs that begin with "FD", type "FD%" in the DODAAC field. The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press "Shift-F1" (SEARCH). The system searches for all DODAAC or GBLOC activity records that fit within the specified range. Figure R-7 displays. At the bottom of the screen, the word "Working ..." displays briefly. The first activity record in the specified range of DODAACs or GBLOCs displays on the screen. Use the "Up Arrow" and "Down Arrow" keys to move back and forth between the available records. A message displays when the last record is found.

c. Press "Enter" to move the cursor from field to field. On the first page of a record, the cursor only moves to the DODAAC, GBLOC, State and Branch fields. Press "PgDn" to move from one block of data to the next.

d. Press "Shift-F2" (NEXT SCREEN) to see more information (additional pages) of the general section (Figures R-7b, R-7c and R-7d). The DODAAC number displays on each page in the upper right corner, and the name of the activity appears on each page. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window.

e. Continue pressing "Shift-F2" (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

f. Press "Shift-F1" (PREV PAGE) to return to previous pages of the general section.

g. Press "Shift-F3" (MENU SELECTIONS) to get information on the various shipping methods. See paragraphs D.4. and E.4. for details.

h. Press "Shift-F4" (EXIT) to exit the query screens and return to the main menu.

TRANSPORTATION FACILITIES GUIDE GENERAL SECTION			
DODAAC Activity		GBLOC	
State		Branch	
Consignee Address			
City		State	Zip
Telephone directory			
TO/TFC DSN Com'l Hours		Receiving DSN Com'l Hours	Facsimile DSN Com'l Hours
Special Instructions		None	
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

**Figure R-7a.** Transportation Facilities Guide General Section. (Figure 1 of 4)

Page 2	INQUIRY GENERAL	DODAAC
Activity		
POC Name	Phone	Review Date:
Mailing Address		
Express Mail		
Small Pack		
Message Address		
Country		
Location		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-7b.** Transportation Facilities Guide General Section. (Figure 2 of 4).

Page 3	INQUIRY GENERAL	DODAAC
Activity		
Telephone Directory		
Office Name	DSN	Com'l Hours
Population		
Tenant or Satellite Activities		
Name	DODAAC	GBLOC Delivery Point
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-7c.** Transportation Facilities Guide General Section. (Figure 3 of 4).

Page 4	INQUIRY GENERAL	DODAAC
-----		
Activity Embargo in effect? Embargo Information		
-----		
ID Start_Date Freight Embargo Reason		End_Date
-----		
Host Activity? Host Information		
-----		
DODAAC Activity GBLOC		
-----		
SHIFT + <F1> PREV PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-7d** Transportation Facilities Guide General Section. (Figure 4 of 4).

TRANSPORTATION FACILITIES GUIDE
SECTION MENU
Choose:
1. Motor
2. Rail
3. Air
4. Bus
5. Water
6. Passenger
7. General
8. New Search
9. Quit

**Figure R-8.** Transportation Facilities Guide Section Menu.

4. Transportation Facilities Guide Section Menu. The Transportation Facilities Guide Section Menu (Figure R-8) is used to view additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys. Each option is explained in paragraphs 4.a. through 4.i. below.

a. Querying Motor Shipping and Receiving Information. To view records on motor shipping receiving, search for the activity to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraph D. for querying general information to retrieve data for activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "1" and press [ENTER]. The first page of the Motor Shipping and Receiving Information screen (Figure R-9a) displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for the motor section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. To move from page to page, use the "Next Page" (Shift-F2) and "Previous Page" (Shift-F3) keys (Figures R-9a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1		SHIPPING & RECEIVING, MOTOR			DODAAC FB1111		
ACTIVITY		Activity Name.					
Code	Comm	Commodity	Destination	Sple	Zip	Disability Cost Load	Unload
REPSHIP required?		Min. # of Loads			Commodity		
A&E Facilities?		N.E.W. Capacity			Consignee Approval?		
Prelodge?		Multiple Stop deliveries?			Transit Facilities?		
Prearrange Delivery?							
Remarks							
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT							

**Figure R-9a.** Motor Shipping and Receiving Information. (Figure 1 of 3).

Page 2	SHIPPING & RECEIVING, MOTOR	DODAAC
-----		
Activity		
Safe Haven	N.E.W. Capacity	Refuge Facilities?
Bulk Liquids by Tank Truck?		
Type Bulk Liquids Received		
Containerized Cargo Facilities?	Heavy Lift Type Equipment Crane	
Limiting Factors?	Maximum Capacity	
Size	Location Activity	
Weight	Advance notice to Consignee required?	
Remarks		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-9b.** Motor Shipping and Receiving Information. (Figure 2 of 3).

Page 3	SHIPPING & RECEIVING, MOTOR	DODAAC
-----		
Activity		
Maximum Daily Trailers Processing		
Status	Number of Trailers	
	Load	Unload
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-9c.** Motor Shipping and Receiving Information. (Figure 3 of 3).

b. Querying Rail Shipping and Receiving Information. To view records on rail shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section.

Follow the instructions in paragraph D. for querying general information to retrieve data for the activity or activities you wish to view. Once the requested activity appears on the screen, use the following directions.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "2" and press [ENTER]. The first page of the Rail Shipping and Receiving Information screen (Figure R-10) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears in the center. Data for the rail section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. Move from page to page of the rail section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-10a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1		SHIPPING & RECEIVING, RAIL			DODAAC	
ACTIVITY		Activity Name.				
# Code-Type Service	Code	Commodity			Destination	
Zip	SPLC					
	Type	Ramp	Ramp	Cost	Cost	
# Carrier	SCAC	Deli Dist	Portable	Stationary	Load	Unload
REPSHIP required?		Min. # of Loads			Type Shipment	
Remarks						
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

**Figure R-10a.** Rail Shipping and Receiving Information. (Figure 1 of 3).



Page 2	SHIPPING & RECEIVING, RAIL	DODAAC
ACTIVITY	Activity Name.	
Bulk Liquids by Tank Truck?	Type Bulk Liquids Received	
Containerized Cargo Facilities?	Heavy Lift-type Equipment	
Limiting Factors?	Maximum Capacity	
Size	Location	
Weight	Advance notice to consignee required?	
Remarks		
Storage Space (Rail Cars)	A&E Facilities?	
Sidings	N.E.W. Capacity	
Main Line	Consignee approval prior to shipping?	
Other		
Transit Facilities?		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-10b.** Rail Shipping and Receiving Information. (Figure 2 of 3).

Page 3	SHIPPING & RECEIVING, RAIL	DODAAC
ACTIVITY		
Maximum Daily Box Car Processing		
Status	# of Cars Load	# of Cars Unload
SHIFT + <F1> PREV PAGE   <F2> NEXT PAGE   <F3> MENU SELECTIONS   <F4> EXIT		

**Figure R-10c.** Rail Shipping and Receiving Information. (Figure 3 of 3).

c. Querying Air Shipping and Receiving Information. To view records on air shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraph D. for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "3" and press [ENTER]. The first page of the Air Shipping and Receiving Information screen (Figure R-11) displays. The DODAAC from page one of the general section appears in the top right-hand corner. The activity name appears at the top-center. Data for the air section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the air section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-11a-c). To move from one block of data to the next within a screen, use the "PgDn" key.

(For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1	SHIPPING & RECEIVING, AIR		DODAAC
ACTIVITY			
#	Type Service	Commodity	Destination
Zip	SPLC	Distance Code	Type Delivery
#SCAC	Carrier		
Remarks			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

**Figure R-11a.** Air Shipping and Receiving Information. (Figure 1 of 3).

Page 2		SHIPPING & RECEIVING, AIR		DODAAC		
ACTIVITY						
A&E Facilities? Consignee Approval Prior to Shipment?			N.E.W. Capacity			
Ground Support Equipment						
Commercial	Stairs?	Tow Tractors?	Air Starters?	Maintenance Power Units	Lavatory Lift Truck?	Service Truck?
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

**Figure R-11b.** Air Shipping and Receiving Information. (Figure 2 of 3).

Page 3		SHIPPING & RECEIVING, AIR		DODAAC		
ACTIVITY						
Ground Support Equipment						
Commercial	Stairs?	Tow Tractors?	Air Starters?	Maintenance Power Units	Lavatory Lift Truck?	Service Truck?
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

**Figure R-11c.** Air Shipping and Receiving Information. (Figure 3 of 3).

d. Querying Bus Shipping and Receiving Information. To view records on bus shipping and receiving, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs D.1 and D.2 for querying general information for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "4" and press "Enter". The only page of the Bus Shipping and Receiving Information screen (Figure R-12) display. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the bus section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window.

(For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1	SHIPPING & RECEIVING, Bus		DODAAC
-----			
ACTIVITY			
-----			
# Type Service	Destination		
Zip	SPLC		
# SCAC	Carrier	Terminal	Distance
-----			
Remarks			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

**Figure R-12.** Bus Shipping and Receiving Information.

e. Querying Water Shipping and Receiving Information. To view records from the TFG database that provide information on water shipping and receiving, search for the activity you

wish to view on the first page of the general section (see Figure R-6). A query can be performed only from the first page of the general section. Follow the instructions in paragraphs D.1. and D.2. for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears on the screen, use the following directions:

(1) Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "5" and press [ENTER]. The first page of the Water Shipping and Receiving Information screen (Figure R-13) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top center of the screen. Data for the water section is retrieved and appears on the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the water section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-13a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)

Page 1	SHIPPING & RECEIVING, Water		DODAAC
ACTIVITY			
# Type Service	Destination		SPLC
# Zip	DODASAC	GBLOC	Distance
RESHIP required?	Type of Traffic		
Remarks			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT			

**Figure R-13a.** Water Shipping and Receiving Information. (Figure 1 of 3).

Page 2		SHIPPING & RECEIVING, Water		DODAAC	
ACTIVITY					
COMMERCIAL FACILITIES					
Destination					
Heavy Lift-Type Equipment					
Advance Notice to Consignee Required?				Maximum Capacity	
Location					
Docks	Number	Berths	Number		
	Length		Width		
Vessel capacity				Length	
Water depth					
Commodity Restrictions					
Carfloat Service?				Lighterage Service?	
Containerized Cargo Facilities?				Limiting Factors?	
A&E Facilities, Class A?				A&E Facilities, Class C?	
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					

**Figure R-13b.** Water Shipping and Receiving Information. (Figure 2 of 3).

Page 3		SHIPPING & RECEIVING, Water		DODAAC	
Activity					
MILITARY FACILITIES					
Destination					
Heavy Lift-Type Equipment					
Advance Notice to Consignee Required?				Maximum Capacity	
Location					
Docks	Number	Berths	Number		
	Length		Width		
Vessel capacity				Length	
Water depth					
Commodity Restrictions					
Carfloat Service?				Lighterage Service?	
Containerized Cargo Facilities?				Limiting Factors?	
A&E Facilities, Class A?				A&E Facilities, Class C?	
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					

**Figure R-13c.** Water Shipping and Receiving Information. (Figure 3 of 3).

f. Querying Passenger Traffic Information. To view records on passenger traffic, search for the activity you wish to view on the first page of the general section (see Figure R-6). A query can only be performed from the first page of the general section. Follow the instructions in paragraph D.1 and D.2 for querying general information to retrieve data for the activity you wish to view. Once the requested activity appears, use the following directions:

(1) Press Shift-F3 (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

(2) Type "6" and press [ENTER]. The first page of the Passenger Traffic Information screen (Figure R-14) displays. The DODAAC from page one of the general section screen appears in the top right-hand corner. The activity name appears at the top of the screen. Data for the passenger section is retrieved and appears in the screen. Press "Enter" to move the cursor from field to field. If there is additional information about an entry in a field, a pop-up window displays. Follow on-screen instructions to clear the pop-up window. As with the general section, move from page to page of the passenger section by using the next page (Shift-F2) and previous page (Shift-F1) keys (Figures R-14a-c).

(For information regarding the contents of the Remarks field, see Attachment 1.)



Page 1		PASSENGER TRAFFIC			DODAAC	
Activity						
ID	Code	Type Service		Destination		
ID	City Airport Code	Terminal Airport Distance	Taxi Fare	Limousine Fare	Bus Fare	Rental Vehicles Available?
Lodging? Gov't Facilities?						
			Rate	Latest Arrival Time		
Remarks						
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

**Figure R-14a.** Passenger Traffic Shipping and Receiving Information. (Figure 1 of 3).

Page 2		PASSENGER TRAFFIC			DODAAC	
Activity						
ID	Code	Type Service		Destination		
Other Services						
ID	Code	Type Service		Destination		
ID	SCAC	Carrier	Terminal Distance	Rental Car Available?		
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT						

**Figure R-14b.** Passenger Traffic Shipping and Receiving Information. (Figure 2 of 3).

Page 3		PASSENGER TRAFFIC		DODAAC FB1111	
Activity:		MTMC MILITARY OCEAN TERMINAL BAY AREA			
Hotel/Motel		Hotel ID			
Location		Phone		Rate	
Airport Distance	Taxi Fare	Limousine Fare		Bus Fare	
Commercial Travel Office		GSA Travel Management Center?			
Name		Name			
Location		Location			
SHIFT + <F1> PREV PAGE <F2> NEXT PAGE <F3> MENU SELECTIONS <F4> EXIT					
No Hotel/Motel records found!					
Count: 1				<Replace>	

**Figure R-14c.** Passenger Traffic Shipping and Receiving Information. (Figure 3 of 3).

g. General. This option is used to return to the general section (see Figure R-6) of the current DODAAC.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "7" and press [ENTER]. The first page of the General section displays (see Figure R-7a).

h. New Search. This option is used to start a new search for one or more records.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "8" and press [ENTER]. The first page of a new General section displays (see Figure R-6).

i. Quit. This option is used to quit the current menu option and return to the TFG main menu.

(1) Press "Shift-F3" (MENU SELECTIONS). The Transportation Facilities Guide Section menu screen displays (see Figure R-8).

(2) Type "9" and press [ENTER]. The Transportation Facilities Guide Section menu displays (see Figure R-2).

## **E. UPDATING TRANSPORTATION FACILITIES GUIDE DATA**

1. The update function of a record can be accessed only by the owner of that record. To highlight the "Update" function in the TFG main menu, press "Right Arrow;" press "Enter" to select it. The Transportation Facilities Guide General Section screen (Figure R-2) displays. At the bottom of the screen the words "Enter a query; press PF1 to execute, PF4 to cancel" appear with a list of keys used to move the cursor. The cursor appears at the DODAAC field.

2. The Transportation Facilities Guide General Section screen contain fields for entering general data for activities stored in the TFG database. The screen is designed so that information accessed most often is placed first, and information needed less often is placed on screens further back. Once you perform an update and retrieve information for your activity, you can access additional screens as detailed in paragraphs D.4.a. through D.4.f. Records may be retrieved for update using DODAAC, GBLOC, branch of service, or state as detailed in paragraph D.3.

### **3. Retrieving a Record to Update by DODAAC, GBLOC, State, or Branch.**

a. Type the DODAAC, GBLOC, State or Branch code of the activity. If the entire DODAAC or GBLOC is not known, part of the name plus a wild card character may be used to retrieve records. The wild card character replaces any remaining characters. For example, to search for all GBLOCs that begin with "FD", type "FD%." The percent sign (%) is the wild card character and can be used anywhere in the field.

b. Press "Shift-F1" (SEARCH). The system retrieves the record to update and the first screen of the Transportation Facilities Guide General Section displays (Figure R-7a). At the bottom of the screen, the word "Working ..." displays briefly. The fields display data automatically for this activity.

(1) Press "Enter" to move the cursor from field to field.

(2) Press "Shift-F2" (NEXT SCREEN) to see more information of the general section (Figures R-7b, R-7c, and R-7d). The DODAAC number displays on each page in the upper right corner.

(3) Continue pressing "Shift-F2" (NEXT SCREEN) until "Page 4, General" displays. The general section contains a total of four pages.

c. Type the desired information in any field on any page requiring a correction. When all fields are correct, perform any available function option at the bottom of the screen; the

transaction will then be updated automatically. A message displays indicating that the transaction is complete, along with the number of records posted and committed. Press "Enter" to acknowledge the message. The cursor returns to the page at which the function option was invoked at the beginning of this step.

d. To display a valid reference table or list for the Code, Comm, SCAC, State or Type "Del fields," move the cursor to one of those fields and press the "Home" key. If there is additional information about an entry in that field, a pop-up window displays. Otherwise, a message displays indicating that the key is not used in that field.

(1) Use the "Up-Arrow" and "Down-Arrow" keys to pick the desired selection; the selection is highlighted. Press "Enter" to accept the selection. The new selection is inserted and the screen redisplay.

(2) Press "Shift-F4" to exit the pop-up window without changing the original selection. The screen redisplay.

e. To insert a new line entry in the Code, Comm, SCAC or Type "Del field," move the cursor to one of those fields and press "Insert." If the field is capable of insert entry, the cursor moves to the last entry in the list. Type the desired information in the specified field and press [ENTER]. If the information is not valid or not known, an error message displays. Continue entering data according to paragraph d. above.

f. Press the "Delete" key to delete an entire line in the highlighted border of a record. All entries for the displayed line are deleted. *Deletion of a line is immediate. There is no warning or confirmation message.*

4. Transportation Facilities Guide Section Menu. The Transportation Facilities Guide Section Menu (Figure R-8) is used to update additional shipping information (i.e., size of motor shipment, type of bulk liquids). There are nine available options to select, six shipping methods and three menu function keys, each of which is explained in paragraphs D.4.a. through D.4.i.

5. Updating Shipping and Receiving Information. To update records on shipping and receiving methods, retrieve the record to be updated on the first page of the general section (see paragraph E.1.). Once the required activity appears, use the following procedures:

a. Press "Shift-F3." The Transportation Facilities Guide Section menu screen displays (See Figure R-8).

b. Type the desired selection and press [ENTER]. The specified Shipping and Receiving Information screen displays. The DODAAC from page one appears in the top right-hand corner. The activity name appears in the top-center. Data for each activity is retrieved and appears on the screen. Continue entering data according to Steps 3 through 6 in paragraph E.1.a-f. above.

- c. When updating water shipping and receiving information, if the value in the Limiting Factor field on the second or third page is "Y," a pop-up window displays (Figure R-15). Enter the desired information. Press "PgDn" to exit. If the value in the A & E Facilities, Class A, or A & E Facilities, Class C field is "Y," a pop-up window displays (Figure R-16). Enter the desired information. Press "PgDn" to exit.

Page 3	SHIPPING and RECEIVING, Water	DODAAC
ACTIVITY		
MILITARY FACILITIES		
Destination		
Heavy Lift-Type Equipment		
Advance Notice to Consignee Required?		Maximum Capacity
Location		
Limiting Factors		
Size		
Weight		
Remarks		
PRESS <Page Down> to EXIT....		
SHIFT + <F1> PREV PAGE <F3> MENU SELECTIONS <F4> EXIT		

**Figure R-15.** Limiting Factors Pop-Up Window for Water Shipping and Receiving.

Page 3		SHIPPING and RECEIVING, Water		DODAAC FB1111	
ACTIVITY					
MILITARY FACILITIES					
Destination					
Heavy Lift-Type Equipment					
Advance Notice to Consignee Required?				Maximum Capacity	
Location					
Doc	A&E Facilities				
Ves	A&E Facilities, Class A&B		Class C ?		
Wat	N.E.W. Capacity		N.E.W. Capacity		
	Cons. Approval Prior to Shipping?		Cons. Approval?		
Com					
Car	PRESS <Page Down> to Exit				
Con					
A&E Facilities, Class A?			A&E Facilities, Class C?		
SHIFT + <F1> PREV PAGE   <F3> MENU SELECTIONS <F4> EXIT					

**Figure R-16.** Ammunition and Explosives (A&E) Facilities Pop-Up Window for Water Shipping and Receiving.

## **F. REPORTS**

This function contains reports which may be generated by the Data Base Administrator (DBA) and the user. Use the "Right Arrow" key to highlight the Reports function in the TFG Main Menu (Figure R-2), and press "Enter" to select it. A pop-up window displays either one option for users, or two for the DBA. These options are described in detail in paragraphs F.1. and F.2, below.

1. DBA Reports. The DBA report lists all sites for a specified time period. The report includes the LOGIN-ID, last data updated, and number of updated records. When this option is selected, a pop-up window displays (Figure R-17), and the cursor moves to the Starting Date field.
  - a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-MAY-92), and press "Enter". The cursor moves to the Ending Date field.
  - b. Enter the ending data for the desired period in DD-MON-YY format and press "Enter" twice. The first page of the requested report for the specified date range displays (Figure R-18).

Enter Parameter Values	
Starting Date (DD-MON-YY):	
Ending Date (DD-MON-YY):	
SHIFT + <F4>	
Enter value for the field: (DD-MON-YY)Count: 1	

**Figure R-17.** Data Base Administration (DBA) Report Entry Screen.

- c. Press "Enter" to display additional pages.
- d. Press "Ctrl-C" to end the report and return to the TFG main menu.

2. User Report. The User Report lists only the owner records which have been updated for a specific time period. The report includes login-ID, last date updated, and the number of updated records. When this option is selected, a pop-up window displays and the cursor moves to the Starting Date field (Figure R-19).

Login-ID	Update Date	NO of Records	
FB1111	14-JUL-94	1	
FB3333	05-JUL-94	4	
FB5555	15-JUL-94	1	
Table of CAPACITY			Page: 1
Login-ID	Update Date	NO of Records	
FB1111	14-JUL-94	1	
FB3333	05-JUL-94	4	
Table of EMBARGO			Page: 1
Login-ID	Update Date	NO of Records	
FB3333	05-JUL-94	4	

**Figure R-18.** Sample Data Base Administration (DBA) Report.

- a. Enter the starting date for the desired time period in DD-MON-YY format (i.e., 04-MAY-92), and press [ENTER]. The cursor moves to the Ending Date field.
- b. Enter the ending date for the desired period in DD-MON-YY format and press [ENTER]. The cursor moves to the DODAAC field.
- c. Enter the DODAAC of the requested facility and press [ENTER]. If the DODAAC field is blank, a pop-up window displays (Figure R-20).
  - (1) Press "Enter" ("Yes" is highlighted) to quit the report and return to the TFG main menu.
  - (2) Press "Tab" or use the arrow keys to move between choices.
  - (3) Highlight "No" or "Cancel" and press "Enter" to clear the pop-up window and return to the DODAAC field of the User Report Entry screen.
  - (4) If DODAAC is valid, the first page of the report displays (Figure R-21).
- d. Press "Enter" to display additional pages.



<div> Enter Parameter Values </div> <div> Starting Date (DD-MON-YY):  Ending Date (DD-MON-YY): </div>
SHIFT + <F4> Enter value for the field: (DD-MON-YY)Count: 1

**Figure R-19.** User Report Entry Screen.

<div> Enter Parameter Values </div> <div> CAUTION  Do you want to quit?  (Yes) (No) (Cancel) </div>
Enter value for the field: DODAAC

**Figure R-20.** Missing DOD Activity Address Code (DODAAC) Pop-Up Window.

Table AIR		Page: 1
<u>Login-ID</u>	<u>Update Date</u>	
FB2222	1-JUL-94	
Table of AIR-DESTINATION		Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>
FB2222	1-JUL-94	1
Table of AIR-SERVICES		Page: 1
<u>Login-ID</u>	<u>Update Date</u>	<u>NO of Records</u>
FB2222	1-JUL-94	1
Enter value for the field: DODAAC		

**Figure R-21.** Sample User Report.

## **G. DATA BASE ADMINISTRATION (DBA)**

This TFG function is executable only by the DBA. The function contains the following five options:

1. Look-Up Table      Allows the DBA to update the look-up table. While this option is active, the “Home,” “Delete,” “Insert,” and all arrow keys function as described in paragraph E.3.d and e.
2. Modify Login ID      Grants record ownership permission.
3. Add New DODAAC      Creates a new DODAAC when a new site is added to the system.
4. Delete a DODAAC      Deletes a DODAAC record completely from the database.
5. Download Tables      Downloads files from the ORACLE database to the FoxPro database. This process requires about 10 to 15 minutes to complete. While this function is in effect, press “Ctrl-W” to access the on-line help menu. The menu provides step-by-step instructions to perform the download function.

## **PART II - PROCEDURES FOR UPDATING TRANSPORTATION FACILITY GUIDES**

### **A. GENERAL**

1. The CONUS Management (CFM) System has automated the TFG to provide means for TOs to update and maintain their TFG data daily on shipping or receiving capabilities.
2. TFG Tutorial (Appendix R, Part I) provides users with necessary information and step-by-step procedures to use TFG on-line application system.
3. Requests for passwords to the CFM System will be submitted to the Commander, MTMC, Attn: MTOP-OS, 5611 Columbia Pike, Falls Church VA 22041-5050.

### **B. PREPARATION INSTRUCTIONS**

1. Preparation instructions for reporting activities are in Part I of this appendix.
2. Tenant and Satellite Activities. A separate TFG record will be entered into CFM by each major tenant and satellite activity when the information differs from that of the parent or host facility.
3. Destinations.
  - a. Sections b. through g. of each TFG record designate the optimum destination points to be shown on bills of lading and Government Transportation Requests (GTRs) for the various modes and methods of transportation. The use of an alternate destination point specified by the consignee due to traffic management considerations is authorized.
  - b. Shipments forwarded to activities should indicate the "Transportation Officer" as consignee.
4. TFG Record Instructions. This paragraph provides instructions for completing a TFG change in CFM. Enter the name of the military service or the agency of which the reporting activity is a part. Enter the official name of the activity.
  - a. General.
    - (1) Review Date. Enter date TFG record was reviewed.
    - (2) POC Name. Indicate name of a technically qualified person who will be responsible for maintaining the activity TFG record.
    - (3) Phone. Enter DSN or commercial telephone number of the POC indicated above.

b. Address data.

(1) GBLOC. Enter appropriate GBL office code as shown in Appendix Y.

(2) DODAAC. Enter appropriate activity address code as shown in the DOD Activity Address Directory (DOD 4000.25-D).

(3) Mail Address. Specify mail address of transportation officer, including office symbol and 9-digit ZIP code.

(a) Express Mail. Specify exact location of the central receiving point where deliveries are to be made. Indicate complete address including warehouse, building, room number, name and the 9-digit ZIP code, as appropriate.

(b) Small Package Express. Same as (a) above.

(4) Message Address. Specify message address of transportation officer, including office symbol.

(5) Consignee Address. Specify official title of individual (for example, Transportation Officer) and complete name, address, and ZIP code of activity designated to receive copies of advance shipping documents, including consignee copy of the bill of lading.

(6) County. Specify county in which activity is located.

(7) Location. Select applicable condition, (a) or (b), below.

(a) When activity is within corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road. Specify street address when deemed more useful.

(b) When activity is outside corporate limits of a town or city, specify its location, including identification of state and/or federal highway(s) connecting with main entrance or access road, together with highway and air mileage and direction of nearest entrance normally used for freight from closest point of the corporate limits of nearest town or city.

(8) Population. Specify the 1980 last decennial population of the town or city named above. Population of the nearest town or city will be specified if more than one is named.

(9) Host Activity? Indicate by a "Yes" or "No" response whether a host or parent activity. If response is "No," enter the name, DODAAC, and GBLOC applicable to the host or parent activity.

(10) Tenant or Satellite Activities Tenant or satellite activities as those activities for which the host activity T.O. performs transportation services. (This does not include base activities which perform their own transportation functions, e.g., a DLA activity that cuts their

own GBLs/CBLs/EBLs, receives their own freight, and has their own TFG record.) Indicate by a "Yes" or "No" response whether tenant or satellite activities are located on or near the host activity. If response is "Yes," enter the following information name, DODAAC, and GBLOC applicable to each major tenant or satellite activity. Building or warehouse delivery point designation within the activity where all shipments to such tenant or satellite activity are to be delivered. A separate Description of Transportation Facility Report must be submitted by each major tenant and satellite activity that receives traffic management services that are different from a host activity. The name, DODAAC, and GBLOC of the host activity will be included for cross-reference purposes. See paragraph (12) above.

c. Telephone Directory Data. Specify DSN and commercial prefixes and extensions applicable to the transportation officer/traffic manager and designated key activity functions during duty and non-duty hours as shown below. Specify the primary extension that would trigger an automatic connection to another available number(s) when the primary extension is busy. Also, specify hours of operation for key functions using the following day codes: M, T, W, Th, F, S, Su, and the abbreviation "EH" to indicate "Excluding Holidays." When considered necessary to facilitate the safe and timely arrival of freight and passenger movements, a maximum of five additional telephone entries may be included in (17) through (21) below.

- (1) TO/Tfc Mgr.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of operation.
- (2) MTMC POC.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of Operation.
- (3) Shipping.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of operation.

- (4) Receiving.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of Operation.
- (5) Emergency.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of Operation.
- (6) Emergency--After Duty Hours.
  - (a) DSN.
  - (b) Commercial.
- (7) Express Mail.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of Operation.
- (8) Express Mail--After Duty Hours.
  - (a) DSN.
  - (b) Commercial.
- (9) Small Package Express.
  - (a) DSN.
  - (b) Commercial.
  - (c) Hours of Operation.

(10) Small Package Express--After Duty Hours.

- (a) DSN.
- (b) Commercial.

(11) Safe Haven/Refuge.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(12) Safe Haven/Refuge--After Duty Hours.

- (a) DSN.
- (b) Commercial.

(13) Passenger: (Indicate which passenger office applies, e.g., Commercial Travel Office (CTO), Travel Agency, or GSA Center.)

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(14) BOQ Reservations.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(15) Airport Manager--Military.

- (a) DSN.
- (b) Commercial.
- (c) Hours of Operation.

(16) Airport Manager--Commercial.

(a) DSN.

(b) Commercial.

(c) Hours of Operation.

(17) Other (specify).

(18) Other (specify).

(19) Other (specify).

(20) Other (specify).

(21) Other (specify).

d. Embargo in Effect? Indicate by a "Yes" or "No" response whether a military or commercial freight embargo is in effect on freight shipments to your activity. If response is "Yes," further specify the self-explanatory information required by the following:

(1) Identification.

(2) Start Date.

(3) Expected End Date.

(4) Freight Embargoed.

(5) Reason.

e. Special Instructions. Specify any required supplemental information to DOD routing authorities which, due to its broad and/or general nature, is deemed inappropriate for inclusion in a remarks field. The standard instruction notes at Attachment 1 will be used for remarks field entries, when applicable. Use of these notes will reduce the amount of language required for data entry.

(1) Shipping and Receiving--Motor. Specify the following standard types of motor service:

- TL.
- LTL.
- Freight Forwarder.



(a) Commodity. For each of the three standard types of service specify each commodity category (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E, clothing, perishables, medical supplies, etc.) that requires motor carrier delivery to a different destination point (See paragraph (3)(a)1 below). When all commodities for a specific type service are to be received at the same destination point, enter "All." When more than one commodity category is entered for a type service, each commodity category will be listed separately, followed by the general commodity category "All Other." Include Class C, Divisions 1.4, 1.5, or 1.6, A&E in the applicable commodity category; i.e., All or All Other, except when any freight destination data applicable to the general commodity category does not apply to the shipment of Class C, Divisions 1.4, 1.5, or 1.6, A&E. In such instances, list Class C, Divisions 1.4, 1.5, or 1.6, A&E separately.

(b) Destination. For each type service and commodity category, specify the destination point(s) where a motor carrier is to make actual (physical) delivery of shipments. Complete entry exactly as it is to appear on a bill of lading. Include any additional information that will facilitate shipment delivery to the specified destination point, provided such information applies to all motor shipments of the same type service and commodity category; e.g., identification of a building or warehouse where shipments are to be delivered, gate entrance to be used, etc. If the destination point for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in paragraph (3)(a)1, above.

(e) Disability Cost--Load. Disability costs are applicable only to Army and Navy TL shipments. Specify both the total aggregate loading and unloading disability costs per trailer load. Such costs will normally result from procuring additional labor and materials, and material handling or fire fighting equipment on a temporary as required basis. Consider the following factors, when applicable, in determining actual aggregate costs: labor charges for loading or unloading and installing or removing blocking and bracing; additional materials required; and rental fees for material handling and/or fire fighting equipment.

(f) Disability Cost--Unload. Same as paragraph (3)(a)4, above.

(g) Maximum Daily Trailer Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 40-foot, 20-ton capacity trailers that, under peacetime operations, can be loaded or unloaded and made available to a carrier during an 8-hour workday.

2 Peacetime with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that, under peacetime operations, can be loaded or unloaded and made available to a carrier during an 8-hour workday with concurrent rail loading and unloading operations.

3 Mobilization. Specify maximum number of 40-foot, 20-ton capacity trailers that, during mobilization operations, can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Rail Operations. Specify maximum number of 40-foot, 20-ton capacity trailers that, during mobilization operations, can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent rail loading and unloading operations.

(h) Heavy Lift.

Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload motor carrier equipment.

1 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

2 Location. Specify location of the heavy lift equipment designated in (a) above. If location is at the reporting activity, enter "Activity" in space provided; if location is other than at the reporting activity, then specify the exact location or source.

3 Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

(i) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship and receive shipments of AA&E.

1 Net Explosive Weight (NEW) Capacity. If above response is "Yes", specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If response to paragraph (6) above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Safe Haven Facilities? Indicate by a "Yes" or "No" response whether facilities are available to afford safe haven for motor vehicles transporting DOD shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, A&E .

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of safe haven facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Refuge Facilities? Indicate by a "Yes" or "No" response whether facilities are available to afford refuge for motor vehicles transporting classified or sensitive cargo and explosives other than Class A or B, Divisions 1.1, 1.2, or 1.3.

(k) Bulk Liquids (by tank truck)? Indicate by a "Yes" or "No" response whether facilities are available to receive bulk liquids by tank truck. If response is "Yes," specify major type(s) of bulk liquids which normally are, or can be, received by tank truck.

(l) Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload motor shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs). If there is a "Limiting Factor?" regarding the loading or unloading of containerized cargo, respond "Yes" and indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief, pertinent specifics regarding any limiting factors.

(m) Is REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPS are required at least 24 hours in advance of shipment arrival for all or specific types of motor shipments.

1 Minimum Number of Loads. If above response is "Yes", specify the minimum number of TLs which would require 24-hour advance notice to arrange for material receipt.

2 Commodity. Specify the commodity(ies) involved, if any.

(n) Special Delivery Instructions.

1 P rearranged delivery? Indicate by a "Yes" or "No" response whether local procedures require delivering carrier to telephone in advance for a delivery appointment or reservation.

2 P relodge? Indicate by a "Yes" or "No" response whether local procedures require delivering carrier to furnish delivery documents in advance of shipment delivery.

(o) Multiple-Stop Deliveries? Indicate by a "Yes" or "No" response whether direct delivery of less-load shipments is required to other than a central receiving point.

(p) Transit Facility? Indicate by a "Yes" or "No" response whether truckload shipments are being recorded for transit privileges.

(q) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed on Attachment 1, when applicable.

(2) Shipping and Receiving--Rail. For each of the following types of rail service, complete related information requirements in paragraphs c.(10)(a)1 through c.(10)(a)4 f below. If facilities are not available to ship or receive rail shipments at the activity, specify the nearest point that can accommodate each of the following types of rail service:

- CL (Box car).
- CL (Flat car).
- CL (Tank car).
- CL (Gondola).
- CL (Hopper).
- LCL.
- TOFC.
- COFC.
- Bi-level.
- Tri-level.

(a) Commodity. For each available type service above, specify the each commodity category that requires rail carrier delivery to a different destination point. When all commodities for a specific type service are to be received at the same destination point, enter "All." When more than one commodity category is entered for a type service, list each commodity category separately, followed by the general commodity category "All Other."

(b) Destination. For each available type service and commodity category, specify the destination point(s) where a rail carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point provided such information applies to all rail shipments of the same type service and commodity category (for example, designating a rail siding at destination point; when team track delivery is used (b below) and more than one freight station is available within a metropolis, designating the most conveniently accessible freight station). If the destination point for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general commodities, specify each specialized commodity and its applicable destination point.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in 1 above.

(e) Carrier. Specify name of the rail carrier(s) that serve each destination point shown in paragraph (a) 1, above.

1 SCAC. Specify the SCAC applicable to each rail carrier named above.

2 Type Delivery. For each rail carrier named in paragraph 4, Carrier, above, specify which one of the following types of shipment delivery applies: Direct, reciprocal switching, Government performs switching, or team track. If team track delivery is specified, further specify, in parentheses, the distance (miles) of the team tracks from the activity.

3 Disability Cost--Load. Disability costs are applicable only to Army and Navy shipments via all types of rail service except LCL. When applicable to a destination named in 1 above, specify both the total aggregate loading and unloading disability costs per carload. Such costs will normally result from assessment of commercial switching charges and/or cost of procuring additional labor and materials, and material handling or fire fighting equipment on a temporary as required basis. Consider the following factors, when applicable, in determining actual aggregate costs: Cost for switching a rail car from or to loading or unloading sites; labor charges for loading/unloading and installing/removing blocking and bracing; additional materials required; and rental fee for material handling and/or fire fighting equipment.

4 Disability Cost--Unload. Same as c above.

5 Type Ramp--Portable. For each type of rail service, indicate the types of ramps (end-flatcar, bi-level, tri-level, side or dock-boxcar, flatcar) which are available for loading and unloading operations and whether they are portable or stationary.

6 Type Ramp--Stationary. Same as e above.

(f) Maximum Daily Boxcar Processing. This information will be used by cargo routers to coordinate with receiving activities when planned truckload shipments will exceed the designated maximum number that can be unloaded by the consignee.

1 Peacetime. Specify maximum number of 50-foot boxcars that, under peacetime operations with normal work force, can be loaded or unloaded and made available to a carrier during an 8-hour workday.

2 Peacetime with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, under peacetime operations with normal work force, can be

loaded or unloaded and made available to a carrier during an 8-hour workday with concurrent truck loading/unloading operations.

3 Mobilization. Specify maximum number of 50-foot boxcars that, during space mobilization operations and with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday.

4 Mobilization with Concurrent Truck Operations. Specify maximum number of 50-foot boxcars that, during mobilization operations, and with increased work force, can be loaded or unloaded and made available to a carrier during a 24-hour workday with concurrent truck loading and unloading operations.

(g) Heavy Lift.

Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload rail carrier equipment.

1 Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

2 Location. Specify location of the heavy lift equipment designated in paragraph (12)(a) above. If location is at the reporting activity, enter "Activity" in space provided; if location is other than at the reporting activity, then specify the exact location or source.

3 Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice is required in order to facilitate the use of heavy lift equipment.

(h) Storage Space (Rail Cars). Indicate the total number of rail cars that can be stored on the installation. Also, indicate the maximum number that can be stored at each of the following locations. If storage space is not available, enter "None."

1 Sidings.

2 Main Line.

3 Other.

(i) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA&E.

1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If response to paragraph (14) above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(j) Bulk Liquids (by Tank Car)? Indicate by a "Yes" or "No" response whether facilities are available to receive bulk liquids by tank car.

Type Bulk Liquids Received. If above response is "Yes," specify major type(s) of bulk liquids which normally are or can be received by tank car.

(k) Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload rail shipments of containerized cargo (CONEXs, MILVANs, or SEAVANs).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter the type(s) of containers that can be accommodated and brief pertinent specifics regarding the limiting factors.

(l) REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPS are required at least 24 hours in advance of shipment arrival for all or specific types of rail shipments.

1 Minimum Number of Loads. If above response is "Yes," specify the minimum number of CLs which would require 24-hour advance notice to arrange for material receipt.

2 Type Shipment. If response to (17) above is "Yes," specify the type or method of shipment and/or commodity(ies) involved that require advance notice.

(m) Transit Facility? Indicate by a "Yes" or "No" response whether carload shipments are being recorded for transit privileges.

(n) Remarks. Furnish additional information necessary to amplify any data field in this section. For example, the number, type and condition of government-owned locomotives operating on the activity. Cite the appropriate note(s) listed Attachment 1, when applicable.

(3) Shipping and Receiving--Air. For each of the following types of air service, complete related information requirements in paragraphs d.7.(a)1 through d.7.(a)6 a, below. If facilities are not available to ship or receive material via air charter or air taxi at the activity, specify the nearest airport location that can accommodate these type shipments.

- Scheduled.
- Charter.
- Air taxi.
- Freight Forwarder.
- Military.

(a) Commodity. For each type service above, specify the commodity category that requires delivery to a different destination airport. When all commodities for a specific type service are to be received at the same destination airport, enter "All."

(b) Destination. For each available type service above, specify the destination airport that is most convenient and accessible. If the destination airport for any specialized commodity (such as Class A or B, Divisions 1.1, 1.2, or 1.3, A&E) differs from that for general cargo, specify each specialized commodity and its applicable destination airport. Any additional information that will facilitate shipment delivery should be included with the specified destination point provided such information applies to all air shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point named in paragraph d.(7)(a)1, above.

(e) Distance. Specify distance (miles) of the receiving air facility (airport, military airfield, etc.) from the activity. When the receiving air facility and the reporting activity are identical, or when the receiving air facility is located within the boundaries of the reporting activity, enter "None."

(f) Type Delivery. For each destination point named in paragraph d.(7)(a)1, above, specify which one of the following types of delivery is used to deliver shipments from the destination airport to the reporting activity: carrier, government pickup, or second bill of lading.

(g) Delivery Carrier. When the use of a second bill of lading is specified in 5 above, further specify the name of the delivering surface carrier(s). When local carrier delivery or Government pickup is indicated in 5 above, enter "NA".

SCAC. Specify the SCAC that is applicable to each delivery surface carrier named above. When "N/A" is indicated above, enter "NA."

(h) AA&E Facilities? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA&E.



1 NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of A&E facilities. If capacity exceeds 500 tons, enter "unlimited."

2 Consignee Approval Prior to Shipment? If above response is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

(i) Ground Support Equipment.

1 Commercial. Enter name of commercial airport(s) serving the activity, and indicate by a "Yes" or "No" response whether the following equipment is available.

- Stairs.
- Tow tractors.
- Air starters.
- Power units.
- Maintenance lift trucks.
- Lavatory service trucks.

2 Military. Enter name of military airport(s) serving the activity, and indicate by a "Yes" or "No" response whether the equipment specified above is available.

(j) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) listed in Attachment 1, when applicable.

(4) Shipping and Receiving--Bus.

(a) Type Service. Package express is the standard type of bus service available.

(b) Destination. Specify the destination point(s) where a bus carrier is to make actual (physical) delivery of package express shipments. Include any additional information that will facilitate shipment delivery at the destination point provided such information applies to all bus shipments.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to the destination point named above.

(d) SPLC. Specify the SPLC that is applicable to the destination point named above.

(e) Carrier. Specify name of bus carrier(s) serving the destination point named above.

1 SCAC. Specify the SCAC that is applicable to each bus carrier named above.

2 Terminal. Specify location of the carrier bus terminal serving the activity.

3 Distance. Specify distance (miles) of the serving bus terminal if not located within the activity. If bus terminal is located within the activity, enter "None" "0."

(f) Remarks. Furnish additional information necessary to amplify any data entry in this section. Cite the appropriate note(s) in Attachment 1, when applicable.

(5) Shipping and Receiving--Water. This section is to be completed by all activities who are receiving or could receive service via water transportation.

(a) Type Service. If service is received through a military ocean terminal, specify the terminal(s) below, as appropriate, and omit all entries for (3) and (4). The following are the standard types of water service available:

- Breakbulk.
- Container.
- Barge ship.
- Roll-on/roll-off.
- Tug and barge.

(b) Destination. For each type of service, specify the destination point where a water carrier is to make actual (physical) delivery of shipments. Include any additional information that will facilitate shipment delivery to the specified destination point if such information applies to all water shipments of the same type service.

(c) ZIP. Specify the complete postal 9-digit ZIP code that is applicable to each destination point named above.

(d) SPLC. Specify the SPLC that is applicable to each destination point.

(e) Commercial Facilities? Indicate by a "Yes" or "No" response whether commercial facilities are available for use. If military facilities are used in lieu of commercial facilities, enter "None;" then provide information required by paragraph f.(3), below.

(f) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to (2) above is "Yes," provide information required by paragraph f.(2)(a)1 through f.(2)(a)10a, below, for each commercial terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1 Distance. Specify distance (miles) of the commercial water facility from the activity.

2 Docks.

a Number. Specify number of docks.

b Length. Specify length of docks (in feet) using a low-to-high range.

3 Berths.

a Number. Specify number of berths.

b Width. Specify width of berths (in feet), using a low-to-high range.

c Length. Specify length of berths (in feet), using a low-to-high range.

d Vessel Capacity. Specify number of vessels that can be berthed.

e Water Depth (MLW). Specify mean low water (MLW) depth.

4 Heavy Lift.

a Type Equipment. Specify the type of available heavy lift equipment that can be used to load/unload water shipments.

b Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c Location. Identify location of available heavy lift equipment designated in a above.

d Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5 Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter "None."

6 Carfloat Service? Indicate by a "Yes" or "No" response whether carfloat service is available.

7 Lighterage Service? Indicate by a "Yes" or "No" response whether lighterage service is available.

8 AA&E Facilities--Class A & B, Divisions 1.1, 1.2, or 1.3? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B Divisions 1.1, 1.2, or 1.3, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 8 above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities--Class C, Divisions 1.4, 1.5, or 1.6? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class C, Divisions 1.4, 1.5, or 1.6, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 9, above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANs, and SEAVANs).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(g) Military Facilities? Indicate by a "Yes" or "No" response whether military facilities are available for use.

(h) Destination. Specify the terminal destination point(s) where a water carrier is to make actual (physical) delivery of shipments. If response to (3) above is "Yes", provide information required by (3)(a)1 through 10a below for each military terminal that is available for use. Include any additional information that will facilitate shipment delivery to the specified water terminal.

1    Distance. If the military water facility is not located at the reporting activity, specify distance (miles) of such facility from the activity. If the military water facility is located at the reporting activity, enter "None."

2    Docks.

a    Number. Specify number of docks.

b    Length. Specify length of docks (in feet), using a low-to-high range.

3    Berths.

a    Number. Specify number of berths.

b    Width. Specify width of berths (in feet), using a low-to-high range.

c    Length. Specify length of berths (in feet), using a low-to-high range.

d    Vessel Capacity. Specify number of vessels that can be berthed.

e    Water Depth (MLW). Specify mean low water (MLW) depth.

4    Heavy Lift.

a    Type Equipment. Specify the type of available heavy lift equipment that can be used to load and unload water shipments.

b    Maximum Capacity. Indicate maximum lift capacity (tons) of equipment specified above.

c    Location. Identify location of available heavy lift equipment designated in paragraph f.3.(a) above.

d    Advance Notice to Consignee Required? Indicate by a "Yes" or "No" response whether advance notice to consignee is required in order to facilitate the use of heavy lift equipment.

5    Commodity Restrictions. Specify any restrictions regarding the types of commodities that can be handled. If no restrictions apply, enter "None."

6    Carfloat Service? Indicate by a "Yes" or "No" response whether carfloat service is available.

7 Lighterage Service? Indicate by a "Yes" or "No" response whether lighterage service is available.

8 AA&E Facilities--Class A & B, Divisions 1.1, 1.2, or 1.3? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class A or B, Divisions 1.1, 1.2, or 1.3, AA& E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 8, above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

9 AA&E Facilities--Class C, Divisions 1.4, 1.5, or 1.6? Indicate by a "Yes" or "No" response whether facilities are available to ship or receive shipments of Class C, Divisions 1.4, 1.5, or 1.6, AA&E.

a NEW Capacity. If above response is "Yes," specify NEW capacity (tons) of local facilities. If capacity exceeds 500 tons, enter "unlimited."

b Consignee Approval Prior to Shipment? If response to paragraph 9 above is "Yes," indicate by a "Yes" or "No" response whether shipper must obtain consignee approval prior to shipment.

10 Containerized Cargo Facilities? Indicate by a "Yes" or "No" response whether facilities are available to load and unload water shipments of containerized cargo (CONEXs, MILVANS, and SEAVANS).

Limiting Factor(s)? If above response is "Yes," indicate by a "Yes" or "No" response whether there are any limiting factors regarding the loading or unloading of containerized cargo. If response is "Yes," indicate container size limit and maximum lift capacity (tons) of loading and unloading equipment. In remarks, enter any brief pertinent specifics regarding the limiting factors.

(i) Is REPSHIP Required? Indicate by a "Yes" or "No" response whether REPSHIPS are required for all or specific types of water shipments.

Type of Traffic. If above response is "Yes," specify the load factors and/or commodities involved.

(j) Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1, when applicable.

f. Passenger Traffic. All cost information provided in this section is for traveler use in arriving at total estimated costs for budgetary and fund obligation purposes and for travel planning.

(1) Type Service: Air Scheduled.

Destination. Specify the air destination point(s) for personnel traveling to your activity in regularly scheduled air service.

(a) Airport. Enter name of commercial airport serving the air destination point shown above.

(b) City/Airport Code. Enter applicable city or airport code as shown in Official Airline Guide, North American Edition.

(c) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(d) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(e) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(f) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(g) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at serving airport.

(2) Type Service: Air Charter.

Destination. Specify the air destination point(s) (commercial or military) for personnel traveling to your activity in charter air service. When a commercial destination point is specified, further provide information requested by paragraphs (2)(a)1 through 3 below.

(a) Airport. Specify name of airport serving the air destination point shown above.

(b) City/Airport Code. Specify applicable city or airport code as shown in Official Airline Guide, North American Edition.

(c) Terminal Distance. Specify distance (miles) from airport terminal to the reporting activity.

(3) Military Air Facility.

Destination. Specify the nearest military air facility where regular and frequent passenger air service is available.

(a) Distance. Specify distance (miles) from military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "None".

(b) Taxi Fare. Specify taxi fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA."

(c) Limousine Fare. Specify limousine fare (use dollar range and round to nearest dollar) from nearest military air facility to the reporting activity. If nearest military air facility is located at the reporting activity, enter "NA".

(d) Bus Fare. Specify bus fare (use dollar range and round to nearest dollar) from serving airport to the activity.

(e) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the nearest military air facility.

(4) Type Service: Bus Scheduled.

Destination. Specify the bus destination point(s) for personnel traveling to your activity in regularly scheduled, inter-city bus service.

(a) Carrier. Specify name of primary bus carrier serving the destination point shown above.

(b) SCAC. Specify the SCAC applicable to the bus carrier named above.

(c) Terminal Distance. Specify distance (miles) from bus terminal to the activity. If bus terminal/depot is located at activity, enter "None".

(d) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the bus terminal.

(5) Type Service: Bus Charter.

Destination. Specify the bus destination point for personnel traveling to your activity in chartered bus service. This destination will always be the reporting activity.



(6) Type Service: Rail Scheduled.

Destination. Specify the rail destination point for personnel traveling to your activity in regularly scheduled rail service.

(a) Carrier. Specify name of rail carrier(s) serving the destination point shown above.

(b) SCAC. Specify the SCAC applicable to the rail carrier named above.

(c) Terminal Distance. Specify distance (miles) from rail terminal to the activity.

(d) Rental Vehicles Available? Indicate by a "Yes" or "No" response whether rental vehicles can be obtained at the rail terminal.

(7) Type Service: Special Train.

Destination. Specify the rail destination point for units or volume passenger movements traveling to your activity in special train (troop train) service. This destination will always be the reporting activity when activity trackage is present, and the trackage can accommodate special train (troop train) movements.

(8) Lodging.

(a) Government Facilities? Indicate by a "Yes" or "No" response whether government lodging facilities are available to visiting military and civilian personnel.

1 Rate. If above response is "Yes," specify the daily rate currently in effect.

2 Latest Arrival Time. If response to paragraph (8)(a) above is "Yes," specify the latest arrival time personnel may check-in.

(b) Hotel/Motel. Specify name of hotel or motel that is considered "best suited" for visiting personnel in terms of location, accommodations, local transportation, and overall cost. Consult the GSA Federal Hotel/Motel Discount Directory for assistance in making determination and completing the following entries:

1 Location. Specify exact location of the hotel or motel.

2 Phone. Enter commercial prefixes and numbers for reservations at the specified hotel or motel.

3 Rate. Specify the daily rate currently in effect.

4    Airport Distance. Specify distance (miles) from serving commercial airport to the hotel or motel specified.

5    Taxi Fare. Specify the fare from the serving commercial airport to hotel or motel indicated. Use dollar range and round to nearest dollar.

6    Limousine Fare. Same as paragraph 5, above.

7    Bus Fare. Same as paragraph 5, above.

(c) Hotel/Motel. Specify name of hotel or motel that is considered the "next best suited" for visiting personnel, and complete all other entries in accordance with instructions contained in (b) above.

(9) Commercial Travel Office.

(a) Name. Specify name of the serving main, branch or remote ticketing CTO.

(b) Location. Exact location of the serving main, branch, or remote ticketing CTO.

(10) GSA Travel Management Center? Indicate by a "Yes" or "No" response whether the reporting activity is served by a GSA Travel Management Center.

(a) Name. If above response is "Yes," specify the name of the travel agency or GSA contractor providing the service.

(b) Location. If response to 8. (c) above is "Yes," specify the exact location of the GSA Travel Management Center. Furnish street address, building name, and room number, as appropriate.

(11)    Remarks. Furnish additional information necessary to amplify any data field in this section. Cite the appropriate note(s) in Attachment 1.

## **ATTACHMENT 1**

### **EXPLANATION OF TFG RECORD INSTRUCTION NOTES IN TFG REMARKS FIELD**

The following are TFG record instruction notes, to be included in the TFG “Remarks” field, when appropriate.

#### **NOTE   INSTRUCTION**

- Note: 1   Contact TO for additional information prior to forwarding shipment.
- Note: 2   Contact TO for disability cost information.
- Note: 3   Coordinate with TO prior to routing shipment.
- Note: 4   Second bill of lading is required to forward shipment to the activity.
- Note: 5   Government-owned locomotive operates on this activity.
- Note: 6   Overdimensional and overweight shipments require prior coordination and approval of consignee.
- Note: 7   Second GTR is required for onward transportation to this activity.
- Note: 8   LCL shipments subject to restrictions in Official List of Open and Prepay Stations.
- Note: 9   Commercial carrier(s) perform switch delivery service (specify carrier SCAC code).
- Note: 10   Annotate bill of lading "Notify consignee for pickup."
- Note: 11   Annotate bill of lading with consignee receiving hours of operation.
- Note: 12   Coordinate classified and sensitive shipments with destination air terminal manager prior to forwarding.

## ATTACHMENT 2

### SAMPLE MESSAGE--ADDITION, CHANGE, AND/OR DELETION TO TRANSPORTATION FACILITIES GUIDE (TFG)

**FROM:** CDR FT MARTIN GA//FMT-FRT//

**TO:** CDR MTMC FALLS CHURCH VA//MTOP-OS//

**SUBJ:** TFG RECORD REVISION

**UNCLAS**

1. REVISE INFORMATION FOR ACTIVITY NO. 2-0, PAGE 55, DODAAC W33XXX

AS FOLLOWS:

PARA	TITLE	ADD
A(6)(A)	EXPRESS MAIL	BLDG 107, ROOM 111 FT MARTIN GA 30230-0000
A(14)(Q)	EXPORT/IMPORT	
A(14)(Q)1	AV	221-2036
A(14)(Q)2	COML	(912) 247-2036
A(14)(Q)3	HOURS	0730-1600 M-F-EH
B(11)(B)	COMMODITY	VEHICLES
C(2)(A)4(F)	TYPE RAMP -	
	STATIONARY	SIDE
PARA	TITLE	CHANGE TO READ
A(5)	DODAAC	W33BCD
A(15)	EMBARGO	NO
F(3)	MILITARY FACILITIES	NO
A(13)(B)	NAME	NAVAL AIR RES CTR
A(15)(A)-(E)	EMBARGO	ALL DATA
F(3)(A)-10(D)	MILITARY FACILITIES	ALL DATA

2. SUBMITTED BY MR. DOE, DSN 123-4567.//

Attachment 2

### **ATTACHMENT 3**

#### **SAMPLE MESSAGE - TFG CHANGE NOTICE**

**FROM:** CDR MTMC FALLS CHURCH VA //MTOP-OS//

**TO:** AIG 9025

AIG 1174

**UNCLAS**

**SUBJ:** MTMC TFG CHANGE NOTICE 96-1.//

1. THE FOLLOWING IS AN INTERIM CHANGE TO THE FT MARTIN GA TFG

RECORD NO. 2-0. DODAAC W33XXX, PAGE 55, AND IS EFFECTIVE ON

**RECEIPT:**

PA	TITLE	ADD
A(6)(A)	EXPRESS MAIL	BLDG 107, ROOM 111 FT MARTIN GA 30230-0000
B(11)(B)	COMMODITY	VEHICLES
PARA	TITLE	CHANGE
A(15)	EMBARGO	NO
F(3)	MILITARY FACILITIES	NO
PARA	TITLE	DELETE
A(13)(B)	NAME	NAVAL AIR RES CTR
A(15)(A)-(E)	EMBARGO	ALL DATA
F(3)(A)-10(D)	MILITARY FACILITIES	ALL DATA

2. SUBMITTED BY MR. DOE, DSN 123-4567.//

Attachment 3

THIS PAGE LEFT INTENTIONALLY BLANK.

## **APPENDIX S**

### **ROUTING INSTRUCTION NOTES LIST**

#### **KEY TO NUMBER SERIES**

100 - ANY MODE OF TRANSPORTATION  
200 - RAIL TRANSPORTATION  
300 - MOTOR TRANSPORTATION  
400 - OTHER MODES (AIR, WATER)

<b>RIN No.</b>	<b>INSTRUCTION</b>
----------------	--------------------

-----	-----
-------	-------

102	Annotate bill of lading: "Security escort vehicle service requested."
103	Annotate bill of lading: "For in-transit emergencies involving DOD general hazardous material shipments (excluding explosives) contact Defense Logistics Agency hot line, 1-800-851-8061. For explosives shipments, contact Army Operations Center, collect (703) 697-0218/0219 ask for "Watch Officer."
104	Shipper will request the carrier to provide dual driver protective service (DD). Annotate bill of lading: "Dual driver protective service requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
105	Annotate bill of lading: "Use of Signature and Tally Record requested. DD Form 1907 furnished to carrier."
107	Annotate bill of lading: "Move shipment by door-to-door trailer-on-flatcar (TOFC) service."
108	Shipper will request the carrier to provide dual driver protective service with national agency check. Annotate bill of lading: "Dual driver protective service with national agency check requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
109	Annotate bill of lading: "Carrier to load and unload."
110	Annotate bill of lading: "Loading performed by ("carrier" or "shipper" as appropriate); unloading performed by ("carrier" or "consignee", as appropriate)."
111	Annotate bill of lading: "Shipper to load and consignee to unload." Does not apply to towaway shipments.

<b>RIN No.</b>	<b>INSTRUCTION</b>
-----	-----
112	Annotate bill of lading: "Flame or heat producing tools will not be used to remove security devices."
113	Annotate bill of lading: "Protective security service required. Signature and Tally Record (DD Form 1907) furnished to carrier."
114	Except for movements requiring MS, annotate bill of lading: "Carrier to notify (name of consignor and consignee with duty and 24-hour non-duty telephone numbers) immediately if shipment is delayed en route because of an accident or incident. If neither can be reached, contact (insert hot line numbers for MTMC office serving consignor; MTMC eastern area, hot line (800) 524-0331; or MTMC Western Area hot line (800) 331-1822; California only (800) 348-4639). Use hot line number to obtain safe haven or refuge instructions in the event of a civil disorder, natural disaster, carrier strike or other emergency."
115	Export: when a shipment is consigned overseas direct, or is forwarded to a port for export, annotate bill of lading: "For Export."
116	Annotate bill of lading: Released value not exceeding \$20,000 for each vehicle in the shipment.
117	Annotate bill of lading: "Released value not exceeding (released value amount of shipment in each vehicle as furnished in route orders) per vehicle."
121	Annotate bill of lading: "Department of Defense shipment. No export declaration or license required."
122	Annotate bill of lading: Foreign Military Sales shipment.
123	On bill of lading separate from weight of freight being shipped, show weights, each separately, for pallets, platforms, skids, dunnage, bulkheads, partitions, and door protection. (NOTE: When shipped by motor, rate includes free transportation of dunnage and pallets when minimum weight per vehicle is assessed. When shipped by rail, rate also includes free transportation of dunnage not in excess of 2,000 pounds. Weight in excess of 2,000 pounds will be charged at the rate for commodity shipped.)
131	Use alternate route only when initial carrier cannot provide equipment and service is to best advantage of the Government, or when there is not sufficient tonnage to meet minimum weight requirements of the lowest-rated carrier and use of higher alternate carrier will result in lower transportation charges.



<b>RIN No.</b>	<b>INSTRUCTION</b>
-----	-----
141	Load entire shipment on (number of vehicles or cars as provided in route order). If unable to comply, withhold shipment and notify MTMC routing office.
143	Annotate bill of lading: "DOD Constant Surveillance Service requested. Signature and Tally Record (DD Form 1907) furnished to carrier."
146	Transmit REPSHIP to consignee same day shipment is moved.
147	Forward REPSHIP to CONUS water terminal and Water Clearance Authority. REPSHIP format is prescribed in MILSTAMP, Volume I.
153	<p>If rocket motors are shipped in a propulsive state, route order is valid only if shipment is approved by the cognizant military authority designated in the following, as appropriate:</p> <ul style="list-style-type: none"> <li>a. ATA Hazardous Materials Tariff, ATA 111 series.</li> <li>b. Title 49, Code of Federal Regulations.</li> </ul>
155	<p>Shipment must comply with all requirements of:</p> <ul style="list-style-type: none"> <li>a. ATA Hazardous Materials Tariff ATA 111 series.</li> <li>b. Bureau of Explosives Tariff, BOE-6000 series.</li> <li>c. Title 49, Code of Federal Regulations, Parts 100-177.</li> </ul>
156	Annotate the bill of lading with the total quantity and weight of MILVAN restraining bars.
157	Apply seals to restrained MILVANS and annotate seal numbers on the GBL.
158	(Name of carrier(s) as provided in Route Order) is/are disadvantaged woman-owned and is/are considered service and cost competitive on this standing route order. Shipper will establish a goal of offering this/these carrier(s) up to 25 percent of the tonnage. This is a goal, not a quota. The amount of traffic offered will depend upon carrier capability and length of time competitive, which may preclude the ability to handle as much as 25 percent of the tonnage.
200	Request Military Traffic Expediting Service (MX) Service and provide shipment information to area command routing office.

<b>RIN No.</b>	<b>INSTRUCTION</b>
201	Annotate bill of lading: "Tank surveillance service requested."
202	a. Annotate bill of lading: "Rail surveillance service requested."  b. Provide MTMC area command with name of consignee and its duty and 24-hour non-duty telephone numbers.
203	If rail shipment is over 11 feet wide and/or over 15 feet high from top of the trail car, shipper is to obtain Railway Line Clearance Number from the carrier and note it on the front of the GBL.
205	Annotate bill of lading: "Rail armed guard surveillance service requested."
206	Emergency Response Information for this shipment must appear on the front of the GBL, CBL, or shipping paper.
209	Annotate bill of lading: "Delivery carrier must notify consignee (name of consignee with duty and 24-hour non-duty telephone numbers) immediately when rail car(s) delivered."
212	If applicable, standard railcar substitution is to be provided in accordance with MFTRP-10, item 480.
216	Describe all items as "Military impedimenta" on bill of lading and cite tender authority as provided in Route Order. Bill of lading must show car number and weight of lading for each car used and the separate dunnage weight for each car. Army Tractor Tanks (including USMC tanks); tractors, artillery towing, crawler type; and tractors, tracked, utility vehicles must be separately identified and described on the same bill of lading.
220	Bilevel railcars restricted for loading of powered vehicle units only.
246	Prior to release of shipment, obtain receiving approval from consignee for rail shipment as required by the Transportation Facilities Guide.
268	Rail Demurrage charges are shown in carriers tender, Section F, accessorial code DM..
271	Allow space in doorway of car for heater frames as follows: 2' X 4' space for Fairbanks area (Fort Wainwright, Eielson AFB and Fort Greely) and 2' X 2' space for Anchorage area (Fort Richardson, Elmendorf AFB and Kulis ANG). Pallet boards and/or side racks must be in place to assure proper circulation of heated air.

<b>RIN No.</b>	<b>INSTRUCTION</b>
-----	-----

- |     |   |
|-----|---|
| 272 | <p>a. Prior to ordering equipment, the shipper will contact CN Aquatrain, 1150 Station Street, Vancouver, British Columbia, V6A2X7, telephone (604) 665-4360 or 4205, facsimile (604) 665-4362, telex no. 045-3196, to request a space permit and furnish the following information:</p> <ul style="list-style-type: none"><li>(1) Origin</li><li>(2) Consignee</li><li>(3) Destination</li><li>(4) Commodity</li><li>(5) Weight</li><li>(6) Proposed shipping date</li><li>(7) Dimensions, if high and/or wide load</li></ul> <p>b. Shipper will notify origin rail carrier of the permit number when order is placed for empty cars. The permit number will be annotated by the shipper in the description of articles block of the GBL. As soon as rail cars are loaded, shipper will notify CN Aquatrain of:</p> <ul style="list-style-type: none"><li>(1) Car number</li><li>(2) Date shipped</li><li>(3) Complete-Routing</li><li>(4) Permit number</li></ul> |
| 314 | <p>Annotate bill of lading: "Emergency response information for this motor shipment is indexed by UN number and is located in the Department of Transportation Emergency Response Guidebook (DOT P5800.5)."</p>   |
| 323 | <p>When vehicles move in combination drive-away service, annotate bill of lading: "Carrier is to disconnect drive shaft of towed vehicle at origin and reconnect at destination."</p>   |
| 331 | <p>Annotate bill of lading: "Carrier will notify consignee (name of consignee with telephone number) 24 hours prior to delivery of shipment."</p>   |

<b>RIN No.</b>	<b>INSTRUCTION</b>
-----	-----

- |     |   |
|-----|---|
| 332 | On bills of lading for shipments of overdimensional freight by specialized carrier, enter height of material from ground and width of material after loaded on carrier equipment. On bills of lading covering overweight shipments, show length, width, and height including the loaded shipment weight and weight of carrier equipment.  |
| 337 | Satellite motor surveillance service (SM) requested. In event of system failure, driver must immediately notify the motor carriers dispatcher who will immediately notify DTTS at 1-(800) 826-0794. The driver must subsequently provide DTTS a telephonic location/status report every four (4) hours, with a final telephonic report upon delivery at destination.  |
| 342 | When shipments require transportation protective service, or when shipments of ammunition and/or explosives are routed by motor, consignor will: <ul style="list-style-type: none"> <li>a. Consult consignee TFG record to determine hours delivery will be accepted.</li> <li>b. Annotate GBL with the hours consignee will accept delivery.</li> </ul>  |
| 346 | Annotate bill of lading: "Motor surveillance service requested. Driver must call DTTS at 1-(800) 826-0794 before departing origin activity and every eight (8) hours thereafter to furnish shipment location/status. A final call must be made upon delivery at destination.  |
| 347 | Enter seal number in block 24 of GBL and annotate bill of lading: "Exclusive use of vehicle, dromedary, or 410 dromedary (as applicable), requested by the government. Do not break seals except in case of emergency or upon prior authority of the consignor or consignee. If broken for emergency reasons, apply carrier seals as soon as possible and immediately notify the consignor and the consignee. (Show name of consignor and consignee with duty and 24-hour non-duty telephone numbers.)" |
| 348 | Annotate bill of lading: "If shipper seal(s) are applied. Carrier may remove seal(s) and replace with equivalent seal(s). If seals are broken in emergencies, notify consignor (show name of consignor with duty and 24-hour non-duty telephone numbers) as soon as possible. Carrier must annotate seal changes on GBL."   |
| 350 | Annotate bill of lading: "Expedited service requested."   |
| 351 | Carrier is approved to trip lease. "Trip leased carriers must be DOD approved."   |

**RIN No.      INSTRUCTION**

- 
- 353      Route Order valid only when permit authorities have approved carrier request for permit(s) or to release of shipment, carrier must advise the TO, by facsimile, that the permit(s) application has been approved and must sign a statement to that effect. Annotate bill of lading: "Carrier has obtained all necessary permits." If permit(s) are not obtainable, withhold shipment and notify the MTMC routing office.
- 356      Pickup carrier represents either a shipper agent, shipper association, or a freight forwarder. These carriers are not required to have documentation showing such affiliation, therefore, do not ask driver for copy of trip-lease permanent lease.
- 357      Shipper to verify DOD Driver ID requirements.
- 366      Annotate bill of lading: "Temperature control van service requested and furnished. Temperature to be maintained at (required temperature in Fahrenheit degrees)."
- 367      When ordering equipment, notify carrier that shipment must not be transported in trip-leased equipment. Annotate bill of lading: "This shipment must not be transported in trip-leased equipment."
- 369      This shipment requires state permits. Accessorial charges will be assessed if shipment is in the carrier's possession during a weekend. Unless delivery requirements dictate otherwise, tender shipment to carrier to avoid weekend accessorial charges.
- 435      Each shipment of hazardous materials must be packed, marked, loaded, stowed, secured and unloaded in accordance with the applicable rules and special instructions in 49 CFR 172 through 178.
- 436      Provide full instructions on special handling procedures and precautions necessary for safe shipment, including a completed DD Form 836-1 or other written statement containing the same information. The aircraft commander will also be instructed on the DD Form 836-1 that accidents, seal breakage, and delays exceeding 6 hours will be reported immediately by electrical means to the consignor or consignee. The report must include all pertinent information. Provide qualified personnel to supervise the loading and unloading of each shipment.
- 438      Shipper will schedule movement to ensure arrival at destination during normal working hours and will notify consignee by telephone of the estimated arrival time of aircraft as soon as information is available.

RIN No.	INSTRUCTION
-----	-----

440	Annotate bill of lading: "I certify that this aircraft is equipped for Instrument Flight Rules (IFR) operation (signature of pilot)."
-----	---

442	<p>When shipments of sensitive material are routed by air taxi, consignor will:</p> <ul style="list-style-type: none"> <li>a. Notify carrier of pending move and record date, time and individual contacted.</li> <li>b. Advise consignee of estimated time shipment can be picked up.</li> <li>c. Tender each shipment on a separate bill of lading.</li> <li>d. Annotate bill of lading with applicable type service as follows: <ul style="list-style-type: none"> <li>(1) "Deferred service requested. Maximum of 72 hours allowed carrier to effect pickup." See exception in e below.</li> <li>(2) "Regular service requested."</li> <li>(3) "Priority service requested."</li> <li>(4) "All emergency and/or special type services requested (for example, Weapons service).</li> </ul> </li> <li>e. Document and report all carrier failures to provide pick-up service as scheduled unless additional time has been agreed to by shipper.</li> </ul>
-----	---

444	<p>Notify Air Mobility Command (AMC), DSN 576-4343/3061, Com'l (618) 256-4343/3061 of all pending flights of hazardous or explosive material shipments by air taxi operators. Notification will include the following:</p>
-----	--

- a. Name of carrier(s).
- b. Name of origin airport.
  - (1) Time and date of scheduled departure.
  - (2) Name and telephone number of ground service operator/shipper.
- c. Name of destination airport.
  - (1) Time and date of scheduled arrival.
  - (2) Name and telephone number of operator receiver.

<b>RIN No.</b>	<b>INSTRUCTION</b>
-----	-----

d. Information in paragraphs b and c above is also required for any scheduled stops en route for partial loading/unloading service.

- |     |  |
|-----|--|
| 446 | Ensure all aircraft transporting hazardous/explosive material are staffed with IFR qualified pilot in command and copilot. Also, insure that only aircraft identified on the MTMC approved list are used to transport hazardous/explosive material. Report any service failures. |
| 447 | Instruction: Advise WCA by priority message or telephone of the serial number of the container used for loading each TCN assigned by the releaser.   |
| 448 | Annotate bill of lading: "Emergency response information for this air shipment is indexed by UN number and is located in the International Civil Aviation Organization Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods."                            |
| 449 | Annotate bill of lading: "Emergency response information for this water shipment is indexed by UN number and is located in the emergency procedures for ships carrying dangerous goods and the medical first aid guide."   |
| 450 | Annotate bill of lading: "Signature and tally record service (ST) requested."  |

**THIS PAGE LEFT INTENTIONALLY BLANK**



## **APPENDIX T**

### **DEFENSE FREIGHT RAIL INTERCHANGE FLEET (DFRIF)** **CAR REPORT FORMATS**

#### **A. CAR RECEIVING AND/OR FORWARDING FORMAT FOR DFRIF CAR REPORTS**

**Field number:** 1

**Card Column:** 1

**Field Description and Instruction:** DOCUMENT IDENTIFIER (DOC IDENT). Enter appropriate code from following:

<u>Code</u>	<u>Description</u>
R	Car received loaded or empty
S	Car forwarded loaded

**Field number:** 2

**Card Column:** 2-7

**Field Description and Instruction:** REPORTING ACTIVITY. Enter the DOD Activity Address Code (DODAAC) of the reporting activity. Authorized codes are listed in DOD 4000.25-D (Department of Defense Activity Address Directory). Large military activities with more than one code assigned will use the DODAAC assigned to the activity's TO. If reporting activity is a contractor that has not been assigned a code, the DOD Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, MTMC DSC, Attn: MTDSC-AR, Ft Eustis VA. MTMC DSC will assign a code for the contractor and notify the requesting activity.

**Field number:** 3

**Card Column:** 8-13

**Field Description and Instruction:** CAR NUMBER. Enter the six-position road number of the DFRIF or commercial in leased car. Precede car numbers of less than six positions with zeroes. (Example: 001234).

**Field number:** 4

**Card Column:** 14-19

**Field Description and Instruction:** ORIGIN ACTIVITY. Enter DODAAC of the activity or contractor shipping the empty or loaded DFRIF or commercial in-leased car.

**Field number:** 5

**Card Column:** 20-25

**Field Description and Instruction:** DATE. Enter date the DFRIF or commercial in-leased car was received or forwarded, constructed as follows:

<u>CC</u>	<u>Description</u>
20-21	Calendar year--95, 96, and so on.
22-23	Month--01 for January, 02 for February, and so on.
24-25	Calendar day of month. Precede single-digit dates with a zero. (Example: Show 9 January 1995 as 950109).

**Field number:** 6

**Card Column:** 26

**Field Description and Instruction:** LOAD IDENTIFICATION. Enter "L" for loaded or "E" for empty to indicate the load status of the car.

**Field number:** 7

**Card Column:** 27-32

**Field Description and Instruction:** DESTINATION ACTIVITY. Enter the DODAAC of the activity or contractor receiving the DFRIF or commercial in-leased car.

**Field number:** 8

**Card Column:** 33

**Field description and Instruction:** MAINTENANCE STATUS. (M/S). Enter appropriate Maintenance Status Code applicable to the DFRIF or commercial in-leased car received or forwarded.

<u>Code</u>	<u>Description</u>
B	Bad order; not available for loading or movement.
O	Operational; available for loading or movement.

**Field number:** 9

**Card Column:** 34-35

**Field description and Instruction:** TOTAL LINES. Enter total number of single-line transactions included in the report. Precede less than 10 single-line transactions with a zero. The total lines entry on the final single-line entry must agree with the final entry under Field Number 10, LINE NUMBER.

**Field Number:** 10

**Card Column:** 36-37

**Field description and Instruction:** LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 9, TOTAL LINES.

## **B. CAR UNLOADED FORMAT FOR DFRIF CAR REPORTS**

**Field number:** 1

**Card column:** 1

**Field description and Instruction:** DOCUMENT IDENTIFIER (DOC IDENT). Enter the following code:

<u>Code</u>	<u>Description</u>
U	Car unloaded.

**Field number:** 2

**Card column:** 2-7

**Field description and Instruction:** REPORTING ACTIVITY. Enter the DODAAC of the reporting activity. Authorized codes are listed in DOD 4000.25-D, Department of Defense Activity Address Directory (DODAAD). Large military activities with more than one assigned code will use the DODAAC assigned to the activity's TO. If reporting activity is a contractor that has not been assigned a code, the DOD Component or other government agency requesting the use of DFRIF cars is responsible for obtaining a code for the contractor from the Commander, MTMC DSC, Attn: MTDSC-AR, Ft Eustis VA. MTMC DSC will assign a code for the contractor and will notify the requesting activity.

**Field number:** 3

**Card Column:** 8-13

**Field description and Instruction:** CAR NUMBER. Enter the road number of the DFRIF or commercial in-leased car. Precede car numbers of less than six positions with zeroes (Example: 001234).

**Field number:** 4

**Card column:** 14-19

**Field description and Instruction:** CAR LOCATION. Enter DODAAC for activity where the car was actually unloaded.

**Field number:** 5

**Card column:** 20-25

**Field description and Instruction:** DATE. Enter date the DFRIF or commercial in-leased car was unloaded, constructed as follows:

<u>CC</u>	<u>Description</u>
20-21	Calendar year--95, 96, and so on.
22-23	Month--01 for January, 02 for February, and so on.
24-25	Calendar day of month. Precede single-digit dates with a zero. (Example: Show 9 January 95 as 950109).

**Field number:** 6

**Card column:** 26

**Field description and Instruction:** MAINTENANCE STATUS. Enter appropriate Maintenance Status Code applicable to the DFRIF or commercial in-leased car unloaded.

<u>Code</u>	<u>Description</u>
-------------	--------------------

B	Bad Order; not available for unloading or movement.
O	Operational; available for unloading or movement.

**Field number:** 7

**Card column:** 27-28

**Field description and Instruction:** TOTAL LINES. Enter the number of single-line transactions included in the report. The total lines entry on the final single-line transaction must agree with the final entry under Field number 8, LINE NUMBER.

**Field number:** 8

**Card column:** 29-30

**Field description and Instruction:** LINE NUMBER. Assign a sequential line number, beginning with 01, for each single-line transaction in the report. Final line number assigned must agree with final entry under Field Number 7, TOTAL LINES.

## APPENDIX U

### EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

#### A. DATA ELEMENTS FOR EXPORT REQUEST, OFFER, ACCEPTANCE, AND RELEASE CYCLE

**Data element number:** 1

**Number of characters:** 3

**Field title and entry instructions:** DOCUMENT IDENTIFIER. A unique coded identifier for each data transaction or message line transmission in the export request, offer, acceptance, and release cycle.

<u>Data Transaction</u>	<u>Line Title Identifier</u>
R11	Proposed Release Unit Header
R14	Proposed Release Unit Remarks
R21	Shipment Unit Header
R23	Outsize Specification
R24	Shipment Unit Remarks
R51	Release Unit Header
R52	Routing Data
R53	GBL Notes
R54	Routing Instructions Remarks
R55	Consignment Instructions Remarks
R56	Container Release Data
RTD	Delay of Export Traffic Release (ETR)
RT1	Cancellation of ETR
R1A	Acknowledgment of Receipt of Ammunition ETR

**Data element number:** 2

**Number of characters:** 6

**Field title and entry instructions:** REQUESTER. DODAAC of the activity requesting an ETR. Codes may be obtained from DOD Directive 4000.25, DOD Activity Address Directory (DODAAD), and from the appropriate Transportation Facility Guide (TFG).

**Data element number:** 3

**Number of characters:** 7

**Field title and entry instructions:** REQUESTER IDENTIFIER. Date/Time Group (Zulu Time) of initiation of ETRR. No two requests from the same requester will bear the same Requester Identifier. The first three digits indicate the Julian Date and the last four digits embody the 24-hour time of the request. Thus a request made on 11 February at 4:45 pm, Eastern Standard Time, would bear a Requester Identifier as follows: "0422145".

**Data element number:** 4

**Number of characters:** 6

**Field title and entry instructions:** SHIPPER. DODAAC of activity making physical shipment. Codes may be obtained from the DODAAD and from the appropriate TFG. In cases where no DODAAC is assigned, enter "9," followed by the first 5 digits of ZIP Code and use data element 13 (Remarks proposed release unit (PRU)) to show shipping point and state, and railroads serving shipper facility, including private siding description when applicable.

**Data element number:** 5

**Number of characters:** 3

**Field title and entry instructions:** DATE AVAILABLE. Earliest Julian Date that PRU is to be available for movement from shipping point. When the entry in data element 11 (Daily Flow Factor) is other than "00," show the earliest date shipment can begin.

**Data element number:** 6

**Number of characters:** 1

**Field title and entry instructions:** LADING TERMS CODE. Coded indication of type bill of lading, FOB terms, or other considerations. The lading terms should not be confused with the Foreign Military Sales (FMS) Condition of Sales contained in the shipment unit Transportation Control Number (TCN) (R21, record position 23. See data element 14).

<u>Code</u>	<u>Lading terms</u>
-------------	---------------------

A	FOB ORIGIN.
B	FOB PORT. Source load container shipments. Government is responsible for transportation from the ocean carrier's terminal to destination. This is "K" terms ocean service. Shipper is responsible for obtaining an empty SEAVAN from the ocean carrier and returning it loaded to the ocean carrier, See code "H", FOB PORT.
C	FOB PORT. Non-Containerized shipments. Shipper is responsible for transportation to a military or ocean carrier terminal.
D	FOB VESSEL. Shipper is responsible for transportation to port and for vessel loading costs.
E	FOB OTHER. Describe lading terms in remarks field.
F	FOB ORIGIN. CBL conversion to GBL at transshipment point.
G	FOB INTERMEDIATE POINT OR PORT. Container service. Vendor is responsible for obtaining empty container and returning loaded container to intermediate port or point. Government is responsible for transportation from that point. An example of a shipment using this lading code would be material procured FOB east coast for a destination in the far east. The vendor would bring the shipment to an east coast port and the government would arrange for transportation using. "M" term container service. Describe further in remarks.
H	FOB PORT. Commissary and NAF shipments.

**Data element number:** 7

**Number of characters:** 2

**Field title and entry instructions:** SHIPMENT UNITS. Number of shipment units included in PRU.

**Data element number:** 8

**Number of characters:** 5

**Field title and entry instructions:** NUMBER OF PIECES (PRU). Number of pieces comprising the PRU. In event of package consolidation, this number will be the same number that a carrier agent or checker would sign for. When the transportation unit is to be a single container (such as a CONEX or RO/RO trailer), enter "00001." When requesting SEAVANS, enter the number of vans being requested. The total number of SEAVANS requested cannot exceed 150.

**Data element number:** 9

**Number of characters:** 4

**Field title and entry instructions:** CUBE (PRU). Total cube of the PRU expressed in tens of cubic feet; thus, an entry of 4,500 cu. R. would be "0450." On containerized traffic, show total cube of container(s) expressed in tens of cubic feet. For vehicles, the cube shown in this field and in data elements 19 (Cube (SU)) and 20 (Weight (SU)) will be the cube of the vehicles when reduced for water shipment. The cube when prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)). When cube exceeds the capacity of this field, divide PRU into two or more requests (See paragraph C, Step 3).

**Data element number:** 10

**Number of characters:** 5

**Field title and entry instructions:** WEIGHT (PRU). Total shipping weight of the PRU expressed in hundred weight. For example, an entry for 480,000 pounds. would be "04800." When weight exceeds the capacity of this field, divide PRU release into two or more requests. (See paragraph C, step 3.)

**Data element number:** 11

**Number of characters:** 2

**Field title and entry instructions:** DAILY FLOW FACTOR (PRU). Per cent of total PRU weight. To compute the daily flow factor percentage, divide the expected daily flow rate by the PRU total weight. For example, if the daily flow rate is 96,000 pounds. for a PRU weight of 480,000 pounds. ( $96,000 \div 480,000 = .20$ ), the entry in this field would be "20." In most cases, single shipments will be involved and the entry will be "00" (to be interpreted as 100 per cent). In cases where entry is not "00," the numeric per cent value of the daily flow factor will be transmitted in the ETRR in the first two positions of data element 13 (Remarks (PRU)).

**Data element number:** 12

**Number of characters:** 1

**Field title and entry instructions:** Type of special container equipment required. (Leave blank when no special equipment required)

<u>Code</u>	<u>Description</u>
F	Flatrack, cargo cannot be loaded into open top or dry cargo container.
G	Flatrack, cargo could be loaded in open top or dry cargo container, but loading costs are less if shipped in a flatrack. Describe disability costs in remarks.
O	Open top.
H	High cube container.
I	Insulated dry cargo container.
B	Dry cargo container with liner for bulk, pourable cargo.
T	Tank (liquid) container.
V	Ventilated dry cargo container.
S	Dry cargo container with extended detention or storage at destination anticipated.
R	Refrigerated container.
Q	Shipment is loaded in a government-owned or leased container. The cargo can be considered a single shipment unit.
U	Shipment is loaded in a government-owned or leased container. The container with cargo can be considered as a single shipment unit.
Z	Other specialized equipment required. Describe in remarks.

**Data element number: 13**

**Number of characters:** (see Note 2)

**Field title and entry instructions:** REMARKS (PRU). Plain language remarks, as necessary, referring to PRU(s) as a whole. Requestor should also include the shipper's GBLOC and SPLC codes whenever possible. Remarks are limited to a maximum of five R14 lines/cards. In cases where there is no DODAAC assigned to the shipper, show the shipping point in the R14 line/card. Enter the shipper's name and street address and precede it with "VNDR." As an example, show VNDRJAXBOTTILING CO, 123 Elm St., Milwaukee WI. Enter the title, last name, and telephone number of the POC for notification of release information, except for Divisions 1.1 through 1.3 ammunition shipments. The telephone number should be expressed in the following format:



Commercial Area Code: XXX

Commercial Prefix: XXX

DSN Prefix: XXX

Digits: XXXX

Example: Mr. Jones 202 634 288 5789. When material is classified, the degree of classification, such as SECRET or CONFIDENTIAL, will be indicated. Shippers of classified material, however, must comply with applicable security regulations. If shipment is considered suitable for through-container movement, annotate "SEAVAN" in record position 19-24. The next position following "SEAVAN", record position 25, is reserved for a Van Code. Leave record position 26 blank and begin further remarks in record position 27. Requestor will advise the Ocean Cargo Clearance Authority (OCCA) of any significant change or impediment to loading the cargo in a container at origin. The following codes will be used to describe specific circumstances that may limit source loading in a container.

<u>Van Code</u>	<u>Reason</u>
A	Insufficient quantity of cargo to meet break-even cost factors; however, cargo could be containerized at the water port terminal stuffing facility if combined with other cargo.
B	Excessive density of cargo, however, cargo could be containerized at the water port terminal stuffing facility if mixed with higher cube cargo.
C	Cargo configuration/density not compatible to containers, and in all probability could not be containerized at the water port terminal stuffing facility.
D	Shipper facilities not adequate for source stuffing of containers.
E	Container offering returned by Cargo Booking Office due to no ocean carrier container lift or equipment being available for desired lift period to POD.
F	Source stuffing requiring door-to-door or on carriage service under shipping contracts is not authorized; e.g., nonappropriated fund shipments, vendor purchase agreements specify other than FOB origin; and shipper otherwise declines to stuff and have vans drayed at shipper expense.
G	Show disability costs for loading and shipment preparation that would vary with mode of transportation selected. Provide specifics beginning in record position 27. Format as follows:  a. Abbreviations.  (1) LD loading costs. Include labor, blocking, and bracing.

<u>Van Code</u>	<u>Reason</u>
	<p>(2) Packing. Costs for over packing or other packaging required for different shipment modes. Not normally required for container eligible shipments.</p> <p>(3) DR--Local drayage and switching costs that would not be included in transportation arranged by MTMC.</p> <p>(4) R--Rail.</p> <p>(5) M--Motor.</p> <p>(6) C--Container.</p> <p>b. Express costs in total dollars for the release, unless other units are more appropriate, then specify units. Examples are: \$/CWT, \$/MT, \$/PC(piece), \$/RC(rail car), \$/TR(truck), \$/CR(container).</p> <p>c. Show cost category, units (if not total cost), and mode. Separate different cost categories with a colon, otherwise one blank. Example: LD \$/CWT 1.09 R .89 C; DR 46 R would mean loading costs of \$1.09/CWT for rail and \$.89/CWT for both container and motor. There is a \$46.00 cost for rail switching/drayage costs for either motor or container.</p>
H	Contract terms do not allow for source loading. Source loading would require contract modification.
J	Shipper not knowledgeable of container stuffing techniques.
K	Applies to shipments of weight cargo only. Contract specifies palletization appropriate for rail or 20' container shipment (that is, pallet height would permit double stacking of pallets). The density of the shipments would preclude a full load in a 40' container. Change in palletization would require a contract modification.
L	Applies to shipments of weight cargo only. Contract specifies palletization appropriate for a 40' container shipment (that is, pallet height too tall to permit double stacking of pallets). Shipment in a 20' container would be under-utilized weight and cube. Change in palletization would require a contract modification.
M	Inspection required in CONUS. Describe further in remarks.
N	Other. Describe further in remarks. Blanks and all other codes. No van code applicable.

**Data element number:** 14

**Number of characters:** 16

**Field title and entry instructions:** SHIPMENT UNIT (SU). This number is obtained from the TCN applicable to the shipment unit (SU). The 17th digit of the TCN (split shipment indicator) is omitted from this entry.

**Data element:** 15

**Number of characters:** 6

**Field title and entry instructions:** OVERSEAS CONSIGNEE (SU). The coded overseas address of the activity designated to receive the SU, as obtained from MILSTRIP requisitions. For non-MILSTRIP SUs, code will be derived from the DODAAD. If the address is not available in coded form, enter the shipper-service code indicated by the first position of the Transportation Account Code, followed by five zeroes, e.g., N00000, and use data element 30 (Remarks (SU)) (R24 Request Card) to provide the plain language overseas shipping address of the activity to which shipment unit is ultimately consigned.

**Data element number:** 16

**Number of characters:** 1

**Field title and entry instructions:** FUNDING AGENCY (SU). Code of agency funding the domestic transportation segment. If move is to be on a CBL, the agency procuring the material will be coded.

<u>Code</u>	<u>Assignment</u>
-------------	-------------------

A	Army
---	------

Y	Army-Air Force Exchange Service
---	---------------------------------

F	Air Force
---	-----------

M	Marine Corps
---	--------------

N	Navy
---	------

S	DLA
---	-----

Z	Coast Guard
---	-------------

D	Other DOD
---	-----------

P	Non-DOD
---	---------

**Data element number:** 17

**Number of characters:** 3

**Field title and entry instructions:** PROJECT CODE (SU). The project code is obtained from MILSTRIP requisitions.

**Data element number:** 18

**Number of characters:** 5

**Field title and entry instructions:** NO. OF PIECES (SU). Number of pieces comprising the SU. (In event of containerization, this number may or may not equal the entry in data element 8 (No. of Pieces (PRU))).

**Data element number:** 19

**Number of characters:** 4

**Field title and entry instructions:** CUBE (SU). Total cube of SU expressed in tens of cubic feet. If cube is less than 10 feet, insert "1" in this field and show the actual cube in data element 30 (Remarks (SU)). For vehicles, the cube shown in this entry and in data element 9 (Cube (PRU)) and 29 (Outside Specification (SU)) will be the cube of the vehicles as reduced for water shipment. Cube as prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)).

**Data element number:** 20

**Number of characters:** 5

**Field title and entry instructions:** WEIGHT (SU). Total shipping weight of SU expressed in hundreds of pounds. If weight is less than 100 pounds, insert "00001" in this field and show the actual weight in data element 30 (Remarks (SU)).

**Data element number:** 21

**Number of characters:** 6

**Field title and entry instructions:** FREIGHT CLASSIFICATION (SU). Appropriate UFC/NMFC item number. Indicate UFC by entering "U" in first character of field, e.g., "U03567".

**Data element number:** 22

**Number of characters:** 2

**Field title and entry instructions:** RESERVED.

**Data element number:** 23

**Number of characters:** 2

**Field title and entry instructions:** TYPE PACK CODE (SU). MILSTAMP alphanumeric code for type of packing (MILSTAMP, Volume I, Appendix F-14). If any package is longer than 15 feet, exceeds 8 feet in width or 6 feet in height, or weighs more than 10,000 pounds, enter instead the number of outsize specification entries (data element 29 (Outsize Specification (SU)) appended to describe the outsize items). Exceptions:

a. Dimensions will be provided in data element 29 (Outsize Specification (SU)) for all types of wheeled or tracked vehicles and for unitized ammunition, regardless of size.

b. Dimensions are not required for CONEX containers or roll-on/roll-off trailers.

**Data element number:** 24

**Number of characters:** 5

**Field title and entry instructions:** DOD COMMODITY CODE. MILSTAMP Water Commodity and Cargo Exceptions Code. (See MILSTAMP, Volume I, App F-20.)

**Data element number:** 25

**Number of characters:** N/A

**Field title and entry instructions:** TRANSIT REFERENCE. (deleted)

**Data element number:** 26

**Number of characters:** 1

**Field title and entry instructions:** TRANSPORTATION PRIORITY. (See MILSTAMP, figure 2-B-1)

**Data element number:** 27

**Number of characters:** 3

**Field title and entry instructions:** RDD. Required Delivery Date of SU, expressed as a Julian Date (or code 999 when applicable) when assigned by the requisitioner and perpetuated from MILSTRIP documentation. Use other codes that may appear in the RDD field for requisitions supporting overseas areas. Leave blank unless an RDD or code is assigned by the requisitioner. Do not compute the Standard Delivery Date.

**Data element number:** 28

**Number of characters:** N/A

**Field title and entry instructions:** TRANSIT CREDIT DATA (deleted)

**Data element number:** 29

**Number of characters:** 60

**Field title and entry instructions:** OUTSIZE SPECIFICATION (SU). Two outsize specification R23 data transactions/lines per SU may be submitted. This data field will be used when data element 23 (Type Pack Code) requires outsize specification entries. Outsize item description for vehicles will include the type and appropriate model designation, e.g., "Truck, utility, 4 x 4 1/2 ton, M606." Dimensions and cube shown for vehicles will be as reduced for water shipment. Dimensions and cube as prepared for CONUS shipment, when different, will be shown in data element 30 (Remarks (SU)). Data required for outsize specifications is shown below.

<u>Data Fields</u>	<u>Digits</u>
Number of pieces described in entry (Numeric)	3
Type Pack Code (See MILSTAMP, Volume I, App B)	2
Unit weight of described piece (in hundreds of pounds) (Numeric)	3
Unit Code of described piece (in tens of cubic feet) (Numeric)	3
Length in inches (Numeric)	3

Width in inches (Numeric)	3
Height in inches (Numeric)	3
Outside item description	40
TOTAL	60

If further description is necessary, enter "RMK" in this field and enter data in data element 30 (Remarks (SU)) which is limited to a maximum of three cards. The sum of pieces described in entries will equal number of pieces in the SU. An SU involving vehicles which require export processing (Military Standard 281 or MIL-V-62038C (AT)) will include one of the Vehicle Level of Processing (VLP) codes listed below, as appropriate.

<u>Code</u>	<u>Level of Processing</u>
VLPA	Level "A" required; processed to level "A" at origin.
VLPA	Level "A" required; processed to level "B" at origin.
VLPA	Level "A" required; processed to level "C" at origin.
VLPA	Level "A" required; processed to manufacturer's commercial practice at origin.
VLPA	Level "A" required; not processed at origin.
VLPA	Level "A" required; processed to modified level "A" at origin (operable).
VLPA	Level "B" required; processed to level "B" at origin.
VLPA	Level "B" required; processed to level "C" at origin.
VLPA	Level "B" required; process to manufacturer's commercial practice at origin.
VLPA	Level "B" required; not processed at origin.
VLPA	Level "C" required; processed to level "C" at origin.
VLPA	Level "C" required; processed to manufacturer's commercial practice at origin.
VLPA	Level "C" required; not processed at origin.

The VLP code will follow dimensions of wheeled or tracked vehicles when the message format is used. When the punch card format is used, the VLP code will be entered in cc 39-43 of the Outside Specification Data Transaction (R23).

**Data element number:** 30

**Number of character:** N/A

**Field title and entry instructions:** REMARKS (SU).

1. Submit a maximum of 3 remarks cards (R24), as necessary, referring to the SU.
2. When a SU includes any item of ammunition or explosives, or other hazardous materials, the following information must be provided in this field. (See DTR Chapter 204 for additional instructions.)
  - a. National Stock Number (NSN) of each item.
  - b. Net Explosive Weight (NEW) of each SU (in pounds); for example, "NEW 200" (do not enter "Pounds" or abbreviation "lbs.").

- c. DOD Identification Code (DODIC) or Navy Ammunition Logistics Code (NALC).
  - d. Department of Transportation (DOT) Proper Shipping Name.
  - e. DOT Identification Number (preceded by UN or NA).
  - f. Storage Class and Storage Compatibility Group prescribed in DOD 6055.9-STD and AMCR 385-100.
  - g. Quantity/round count.
  - h. Coast Guard and DOD classification.
  - i. Sensitive arms, ammunition, and explosives risk category (See Chapter 205).
3. In addition to data specified in b above, the following information will be furnished for each shipment of radioactive material:
- a. Hazard class (49 CFR 172.101).
  - b. Pieces, weight and cube (49 CFR 172.202).
  - c. Radioactive element, radionuclide, and transport group (49 CFR 172.203).
  - d. Description of chemical and physical form of material (49 CFR 172.203).
  - e. Activity (curies, millicuries or microcuries) (49 CFR 172.203).
  - f. Type label (49 CFR 172.203).
  - g. Transport index for shipments bearing Radioactive Yellow-II or III labels (49 CFR 172.430).
  - h. Fissile Class I, II or III, if applicable (49 CFR 173.417).
  - i. IMCO Class.
  - j. Nuclear Regulatory Commission, Export License Number, (if applicable).
  - k. Net weight of radioactive material.
  - l. Purpose of product (for example, radio tubes).
  - m. Level of radiation at surface of package.
  - n. Level of radiation at one meter from package.

4. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown in the DODAAD and this information must be passed to the terminal authority, enter the initials "POD" in this item, immediately followed by the code symbol for the port as shown in MILSTAMP, Volume I, Appendix F-21, and the authority for the POD exception information. Shipments to Navy PODs are excluded from the exception authority provisions. When POD information is required and automated format is used, make entry in record positions 19-24 of the R24 Remarks (SU) Card. When POD information is not required, start general remarks applicable to a SU in cc 19.

5. When the overseas consignee address is not available in coded form for entry in data element 15, enter "OVERSEAS CONSIGNEE" in the item, immediately followed by the plain language overseas address of the activity to which the shipment unit is ultimately consigned.

6. For Foreign Military Sales shipments, enter "SUPPAD" in this item immediately followed by the code symbol for the overseas activity as found in record positions 45-50 of the MILSTRIP requisition.

**Data element number:** 31

**Number of characters:** 2

**Field title and entry instructions:** MTMC REFERRAL SYMBOL. Alphanumeric code assigned by MTMC for perpetuation on terminal authority Export Traffic Acceptance.

**Data element number:** 32

**Number of characters:** 6

**Field title and entry instructions:** FILE IDENTIFIED. Unique validating file identifier, assigned by MTMC, which controls ETR processing and shipment.

<u>Components</u>	<u>Digits</u>
-------------------	---------------

MTMC Identifier:

E--Eastern Area

W--Western Area      1

File Serial Number      5

Total      6

**Data element number:** 33

**Number of characters:** 14

**Field title and entry instructions:** Reserved

**Data element number:** 34

**Number of characters:** 3

**Field title and entry instructions:** PORT OF EMBARKATION. MILSTAMP coded designation of CONUS port through which cargo is to move. (See MILSTAMP, Volume I, Appendix F-21)



**Data element number:** 35

**Number of characters:** 3

**Field title and entry instructions:** TERMINAL ARRIVAL DATE. Julian Date by which transportation unit is to be received at terminal. Movement and routing will take account of this, but will be planned so that delivery is not earlier than 5 work days before this date.

**Data element number:** 36

**Number of characters:** N/A

**Field title and entry instructions:** REMARKS (CONSIGNMENT). Instructions for effecting proper land-water terminal coordination. If the overseas POD is not shown in the DODAAD, or is to be different for this shipment from that shown therein, and this information must be passed to the shipper, enter the initials "POD" in the first 3 columns followed by the code symbols for the port, as shown in MILSTAMP, Volume I, Appendix F-21. When routing is for through-bill or through-container movement, include necessary instructions and through-bill issuing advice and single fund citation, if applicable.

**Data element number:** 37

**Number of characters:** 13

**Field title and entry instructions:** ETR NUMBER. A unique release identifier comprised of information needed by the shipper and for recovery of release and request information. ETR number components are provided below.

<u>Components</u>	<u>Digits</u>
MTMC Identifier:	1
E--Eastern Area	
W--Western Area	
Cargo Category:	1
C--General	
A--Ammunition	
F--Foreign Military Sales	
V--Containers	
Julian Date Due at Terminal (see 35)	3
File Serial Number (see 32)	5
Funding Agency (see 16)	1
Port of Embarkation (see 34)	3
TOTAL	14

**Data element number:** 38

**Number of characters:** 7

**Field title and entry instructions:** DATE/TIME OF RELEASE. Date/Time Group of release action by MTMC. (For construction, see data element 3 (Requester Identifier)).

**Data element number:** 39  
**Number of characters:** N/A  
**Field title and entry instructions:** Reserved.

**Data element number:** 40  
**Number of characters:** 4  
**Field title and entry instructions:** RATE/CWT. Tariff or tender rate per cwt applicable to the MTMC routing. If rate used in routing applies on other than a cwt, factor and enter the rate(s) and applicable factor (mileage, net ton, etc.) in the R54 card/line remarks field.

**Data element number:** 41  
**Number of characters:** 3  
**Field title and entry instructions:** MINIMUM WEIGHT. Minimum weight (in thousands of pounds) applicable to rate used in routing (including applicability of "R" for classification rule). Example: for 38,000 lbs., enter "038." Leading zeros will be entered automatically by the computer.

**Data element number:** 42  
**Number of characters:** 1  
**Field title and entry instructions:** TYPE EQUIPMENT TO ORDER. Coded designation of type of carrier equipment (including capacity and size) to be ordered by shipper (Codes are shown in B below). If appropriate code has not been assigned, insert "X" in field and enter plain language specifications in data element 48 (Remarks) for routing instruction.

**Data element number:** 43  
**Number of characters:** 2  
**Field title and entry instructions:** No. CL-TL. Number of carloads or truckloads anticipated to be shipped based on MTMC routing.

**Data element number:** 44  
**Number of characters:** 1  
**Field title and entry instructions:** TYPE RATE. Coded designation of type of rate used for routing.

<u>Code</u>	<u>Type Rate</u>
1	Section 10721 Tender
2	Commodity tariff rate
3	Exception tariff rating
4	Class tariff rate
9	Not identifiable
5	Other (Specify in data element 48 (Remarks))

**Data element number:** 45

**Number of characters:** 8

**Field title and entry instructions:** TARIFF OR SPECIAL RATE AUTHORITY. MTMC designation of tariff authority. If necessary, enter "RMKS" and use data element 48 (Remarks) for detailed explanation. This entry will be perpetuated on the bill of lading by the shipper.

**Data element number:** 46

**Number of characters:** 28

**Field title and entry instructions:** ROUTING. Enter the 4-digit Standard Carrier Alpha Code (SCAC) as published in the SCAC Directory, for up to eight carriers shown in routing. Some carriers are assigned a SCAC containing less than 4 digits, therefore, begin carrier designation on every fourth digit after entering the first SCAC; leave any unused columns blank. If more space is needed, enter "RMKS" in last four positions of this field and use data element 48 (Remarks) for explanation.

**Data element number:** 47

**Number of characters:** N/A

**Field title and entry instructions:** GBL NOTES. Coded or plain language notes which must appear on the GBL. (See Chapter 206)

**Data element number:** 48

**Number of characters:** N/A

**Field title and entry instructions:** REMARKS. Coded or plain language instructions necessary for routing or making a shipment. Furnish appropriate Standard Point Location Codes (SPLCs) as published in the SPLC Directory for the shipping and destination point entries on the GBL. SPLC codes may also be obtained from the appropriate TFG.

**Data element number:** 49

**Number of characters:** 1

**Field title and entry instructions:** LIGHTERAGE. Entry designates if free lighterage applies under terms of a tariff or tender. Enter "1" if free lighterage applies. Enter "0" if lighterage does not apply.

**Data element number:** 50

**Number of characters:** 2

**Field title and entry instructions:** PERMITTING UNDER EMERGENCY CONDITIONS. The ETR number, data element 37 (Export Traffic Release Number), will be used during national, regional, or local emergencies. When an ETR is issued as a permit or as an exception to embargoes declared by government agencies, the shipper services or commercial carrier(s), it will be prefixed with the added symbol "DD" in this field. (Exception: ICC Unit Permits will consist of the ETR number prefixed by the identifying symbol "DU." Interior storage points, when named by the ICC, will be assigned codes to be used in lieu of port codes in the ETR. ICC Port Storage Forwarding Permits will consist of the ETR prefixed by the identifying symbol "DS." Instead of the MTMC area identifier required in data element 37 (Export Traffic Release Number), all ICC Unit and Port Storage Forwarding Permits will show the numerical

identification of the Federal Emergency Management Agency (FEMA) region where the MTMC permit issuing office is located in lieu of the MTMC area command identifier code required in data element 37 (Export Traffic Release Number). See Chapter 201 for further guidance on routing under emergency conditions.

**Data element number:** 51

**Number of characters:** 2

**Field title and entry instructions:** SHIPMENT UNIT SEQUENCE NUMBER. Identifies all lines or cards associated with a specific SU. Assign number 01 to first SU and associated lines or cards, 02 to second SU and associated lines or cards, and so forth.

**Data element number:** 52

**Number of characters:** 2

**Field title and entry instructions:** TOTAL CARDS OR LINES IN REQUEST OR RELEASE. Card count will include only those cards or lines containing an "R" document identifier. For example, for a message request containing one R11, two R14, and one R21 data lines, total lines in request would be "04." Number shown in this field should coincide with number entered in data element 53 (Data transaction or line sequence number) of the last "R24" data transaction in the request.

**Data element number:** 53

**Number of characters:** 2

**Field title and entry instructions:** CARD OR LINE SEQUENCE NUMBER. Assign a number in numerical sequence to each card or line bearing an "R" document identifier. The sequence number of the R11 data transaction will always be 01. (Note: When more than one R14, R21, or R24 data transaction is used, insure that the transaction sequence number is maintained and properly recorded).

**Data element number:** 54

**Number of characters:** 1

**Field title and entry instructions:** AMPERSAND. A unique character to be used in message transmissions whenever data lines end prior to the allocated space. The R11 data transaction will always contain an ampersand (&) in record position 45 preceding data element 52 (total data transactions or lines in request or release). (Exception: In SEAVAN requests, the ampersand will appear in record position 50 of the R11 card). The R14, R23, and R24 lines will contain an ampersand preceding data element 53 (data transaction or line sequence number) when any of the available positions are not used. The R21 line is always complete, therefore, an ampersand will never be required in this line).

**Data element number:** 55

**Number of characters:** 1

**Field title and entry instructions:** SEAVAN REQUEST. Insert "V" in record position 49 of R11 data transaction to identify SEAVAN requests.

**Data element number:** 56

**Number of characters:** 5

**Field title and entry instructions:** NUMBER OF VANS REQUIRED. Used in SEAVAN requests to show number of vans required. No more than 150 vans may be requested on a single request.

**Data element number:** 57

**Number of characters:** 1

**Field title and entry instructions:** SIZE OF VANS REQUIRED. Used in SEAVAN requests to show size of vans required. Use the following codes: Y--small (up to 32 ft), Z--large (over 32 ft). (When a specific size container is required, see Paragraph D of this appendix, step 1).

**Data element number:** 58

**Number of characters:** 3-5

**Field title and entry instructions:** CARGO CODE. Used In SEAVAN requests to show MILSTAMP type of cargo and cargo exceptions code. (See MILSTAMP, Volume I, Appendix F-20).

**Data element number:** 59

**Number of characters:** 3

**Field title and entry instructions:** PORT OF DEBARKATION (POD). MILSTAMP code symbol for the overseas POD (See MILSTAMP, Volume I, Appendix F-21).

**Data element number:** 60

**Number of characters:** 1

**Field title and entry instructions:** MODE. Transportation mode to be used for shipment. Use following codes, as appropriate: P--Through bill of lading; V--SEAVAN.

**Data element number:** 61

**Number of characters:** 2

**Field title and entry instructions:** TYPE OF PACK. (Use type of Pack Code from MILSTAMP, Volume I, Appendix C).

**Data element number:** 62

**Number of characters:** 17

**Field title and entry instructions:** TRANSPORTATION CONTROL NUMBER (TCN). SEAVAN TCN as assigned by Cargo Booking Office. Make-up of TCN is shown in MILSTAMP, Volume I, Appendix C.

**Data element number:** 63

**Number of characters:** 3

**Field title and entry instructions:** ENDING SERIAL NUMBER. Last SEAVAN serial number assigned by Cargo Booking Office. (See paragraph E, note 4).

**Data element number:** 64

**Number of characters:** 1

**Field title and entry instructions:** DELAY CODES. The following delay codes are provided to the requester on the RTD output provided to the customer whenever the ETRR can not be processed in a routine manner.

<u>Delay Codes</u>	<u>Reason</u>
A	Insufficient/erroneous information in request.
C	Waiting confirmation of booking.
D	Infrequent ocean lift.
F	Offered to other area.
G	Terminal congestion-port hold.
H	Pending acceptance of hazardous cargo.
J	Service hold.
K	Theater hold.
L	Time standard (includes weekend or holidays).
M	Volume movement/rate negotiations.
N	Pending foreign flag approval.
R	Pending rating/routing.
T	Cargo availability excess of ten days.
U	TP3 shipment released 3 work days.
V	FMS cargo awaiting booking by purchasing government representative.

**Data element number:** 65

**Number of characters:** 1

**Field title and entry instructions:** CANCEL CODE. Code is provided in the MTMC-generated RT1 response to provide the requester with reason for cancellation of ETRR. Codes and explanation are listed below.

<u>Code</u>	<u>Explanation</u>
A	Cargo not available.
B	Airlifted.
D	Plain language reason(s) that cause a cancellation.
E	Alaska cargo.
G	Canceled per requester.
L	Domestic shipment.
M	Requester in other area.
R	Submitted incorrectly. Not in compliance with DTR. Resubmit.

**Data element number:** 66

**Number of characters:** 1

**Field title and entry instructions:** MODE OF TRANSPORTATION CODE. The method of shipment code as found in MILSTAMP, Volume I, Appendix F-13.

**Data element number: A**

**Number of characters: 2**

**Field title and entry instructions:** STATE/POSSESSION CODE. May be used in “REMARKS” fields.

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	33	New York
02	Alaska	34	North Carolina
03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	Possessions:	
22	Massachusetts		
23	Michigan	52	American Samoa
24	Minnesota	53	Guam
25	Mississippi	54	Puerto Rico
26	Missouri	55	U.S. Virgin Islands
27	Montana	56	Marshall Islands
28	Nebraska	57	Midway Island
29	Nevada	58	Wake Island
30	New Hampshire		
31	New Jersey		
32	New Mexico		

**B. RELEASING AUTHORITY AND POINT OF CONTACT FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUESTS**

The releasing authority is MTMC Deployment Support Command (DSC). --		
Shipper activity is located in --	And, when the means of communication is	The point of contact is --
Alabama	Automated	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
Alaska		
Arizona		
Arkansas		
California	Message	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
Colorado		
Connecticut		
Delaware		
District of Columbia	Mail	Commander, MTMC Deployment Support Commnd ATTN: MTDC-OP 663 Shepherd Place Ft Eustis, VA 23604-5078
Florida		
Georgia		
Idaho		
Illinois	Telephone	DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: "This is an Export Traffic Release request."
Indiana		
Iowa		
Kansas		
Louisiana		
Kentucky		
Maine		
Maryland		
Massachusetts		
Michigan		
Minnesota		
Mississippi		
Missouri		



The releasing authority is MTMC Deployment Support Command (DSC) (Cont'). --		
Shipper activity is located in --	And, when the means of communication is	The point of contact is --
Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio	Automated	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas	Message	CDR MTMCDSC FTEUSTIS VA//MTDC-OP//
Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming	Mail	Commander, MTMC Deployment Support Commnd ATTN: MTDC-OP 663 Shepherd Place Ft Eustis, VA 23604-5078
	Telephone	DSN 927-8547 Commercial (757) 878-8547 Notify answering operator: "This is an Export Traffic Release request."

NOTE:

1. OCONUS ETRR will be submitted to the Ocean Cargo Clearance Authority (OCCA) designated in Appendix J of MILSTAMP, Volume I.

### **C. INSTRUCTIONS FOR SUBMITTAL OF EXPORT TRAFFIC RELEASE REQUEST(ETRR) (NON-CONTAINERIZED SERVICE)**

#### **Step: 1**

Objective: Prepare shipment unit header data.

Instructions (See Notes 1 and 2): Prepare shipment unit (SU) header data for each SU to be included in the ETRR. Data elements 14, 21, 23, 26, and 27 may be transcribed from the shipment planning work sheet. Data element 24 (DOD commodity code) is obtained from MILSTAMP, Volume I, Appendix F-20.

#### **Step: 2**

Objective: Prepare transit credit, outsize specification, and remarks data.

Instructions (See Notes 1 and 2): Prepare data for:

1. Outsize Specifications. If an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds). For ETRR's, if an SU has any of the characteristics of an outsized item (article of freight more than 15 feet long or 8 feet wide or 6 feet high, or weighing more than 10,000 pounds).

- a. Data element 29 (Outsize Specification (SU)) will be completed to reflect all dimensions and the weight of the outsized item.

- b. Data element 23 (Type Pack Code (SU)) will be revised to show the number of outside specification entries.

2. Hazardous Material. When ammunition explosives or other hazardous materials are involved, identify these articles in accordance with data element 30 (Remarks (SU)).

3. Remarks. Essential plain language remarks will be stated in accordance with data element 30 (Remarks (SU)).

#### **Step: 3**

Objective: Selection of one or more shipment units for nomination as elements of a Proposed Release Unit.

Instructions (See Notes 1 and 2):

1. Select SUs for inclusion in a PRU based on the principles of consolidation prescribed in MILSTAMP. In addition, a PRU may include the following:

- a. One or more SUs intended for movement to the designated water terminal as a single shipment, except that each ETRR for movement to an ammunition out-loading port must only include shipments for one country.

- b. A single requisition intended to move in several increments.

2. On the basis of the included SUs necessarily consistent with data elements 5 (Date Available) and 6 (Lading Terms Code)), data elements 7 through 11 are calculated and entered in the (PRU) Header Data; data element 13 (Remarks (PRU)) may include remarks pertaining to the entire PRU. Whenever the cube or weight of a PRU exceeds the capacity of data elements 9 (Cube (PRU)) or 10 (Weight (PRU)) fields, the PRU should be divided into two or more requests, each cross-referenced to the other in data element 13 (Remarks (PRU)). Example: If total weight is 12,000,000 lbs. and total cubic feet is 160,000, make two requests-- each for 6,000,000 lbs. and 80,000 cu. ft.

#### **Step: 4**

Objective: Arrangement of Shipment Units.

Instructions (See Notes 1 and 2):

1. Arrange the included SUs in the sequence prescribed for TCNs as prescribed in MILSTAMP and, taking into account only those card lines actually bearing information for transmittal, number (in sequence) the lines or cards of the request in the last two data columns.

2. After numbering, recheck numbers and enter last number used in data field of the PRU Header Data labeled "Total Lines in Request" or "Total Data Transactions in Request." Data elements 1 (Document Identifier), 2 (Requester), and 4 (Shipper), are entered after checking the data included in the request for accuracy of content and adherence to prescribed format. Data element 3 (Requester Identifier) is the last item entered and should coincide with the time accepted for transmission by local communications elements. Data elements 2 (Requester) and 3 (Requester Identifier) should be duplicated on all cards in the request.

3. When texts of ETRRs are prepared off-line for later transmission, the anticipated time of release may be used, always protecting the necessary uniqueness of this identifier. The entry will be used by MTMC to evaluate the speed of the in-bound phase of the communications cycle; when it differs substantially from the time of receipt by MTMC, the requester will be notified. However, this identifier is not the time against which response is measured in the offering, acceptance, and release cycle. Steps 1 through 4 apply to preparation of the content of all ETRRs. The format used depends upon the means of communication to be used in the transmittal (Step 5).

#### **Step: 5**

Objective: Transmittal.

Instructions (See Notes 1 and 2):

1. The format for an ETRR is prescribed in figure U-1.

2. Points of contact for the appropriate releasing authority are prescribed in Paragraph B of this appendix.

3. The message content for text transmittal begins with the first character of the Document Identifier (data element 1) (always the letter "R") and ends with the last line/card sequence number of the particular ETRR. The message content may be preceded or followed by any

message elements prescribed in regulations governing the means of communication used. Line integrity will be protected during transmission, but prescribed page numbers may be inserted within the message content for teletypewriter transmittal.

NOTES:

1. Data elements are explained in Paragraph A of this Appendix.
2. Positions not used in table PRU and SU header data will be filled with:
  - a. Zero when the position(s) is normally used exclusively for numeric data.
  - b. "X" when the position(s) is normally used for either alpha or numeric data.

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF  
NON-CONTAINERIZED SHIPMENT INFORMATION**

FROM: CDR ANAD ANNISTON AL

TO: CDR MTMCEA BAYONNE NJ//MTE-IME// (OR)  
CDR MTMCWA OAKLAND CA//MIW-ITW//

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (54) (52) (53)  
R11 B00250 2910938 919405 291 B 02 00011 0049 00216 00 & 04 01

(1) (12) (13) (54) (53)  
R14 XX SHIPMENT MUST MOVE BY THURSDAY A & 02 (See Notes 2 & 3)

(1) (51) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24)  
R21 01 N6286392788077XX N62863 N 000 00011 00049 00216 43949 00 PT 700Z9

(25) (26) (27) (53)  
0 3 228 03 (See Note 4)

(1) (51) (29) (54) (53)  
R22 01 400326 NY BROOKLYNXX 60332000 2000 1 1 ABC TRUCKING ABCT & 04  
(See Notes 2 & 5)

(1) (51) (29) (54) (53)  
R23 01 001 PT 011 012 101 084 075 OUTSIZE WIDGETS ON PALLET & 05 (See Notes 2  
& 6)

(1) (51) (30) (54) (53)  
R24 01 DELIVER TO DOOR 34 & 06 (See Notes 2 & 7)

Notes:

1. Numbers in parentheses correspond to data element numbers in paragraph A of this appendix.
2. Use only if applicable.
3. Limit remarks pertaining to entire proposed release unit (R14) to a maximum of five lines.
4. Use a separate line for each shipment unit.
5. Limit transit credit date (R22) entries to a maximum of two lines.
6. Limit outsize specification (R23) of shipment unit to a maximum of two lines.
7. Limit remarks applicable to shipment unit (R24) to a maximum of three lines.

**Figure U-1.** Sample Format for Electronic Transmission of Non-Containerized Shipment Information

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR  
NON-CONTAINERIZED SHIPMENT**

CDRMTMCEA BAYONNE NJ//MTE-ITEP//  
CDR LCAAP INDEPENDENCE MO

SUBJECT: EXPORT TRAFFIC RELEASE (NON-CONTAINERIZED SHIPMENT)

UNCLAS

(1) (2) (3) (4) (50) (37) (38) (64) (66) (54) (52) (53)  
R51 1A58QLV 0952315 A58QLV XX EA10642525A1N4 0991245 L B & 06 01

(1) (12) (21) (22) (40) (41) (42) (43) (44) (45) (46)  
(54) (55)  
R52 XX U05980 00 0178 400 0 01 1 SPFFC207 MP--SOU-ACL-RMKS & 02

(1) (12) (47) (54) (53)  
R53 XX GBLRIN115231123 & 03

(1) (12) (48) (54) (53)  
R54 XX RIR JUNCTION POINTS MEMPHIS COLUMBUS & 04

(1) (12) (36) (54) (53)  
R55 XX CIR 1N4 MOT SUNNY POINT NC FOR AS36 & 07

(1) (12) (36) (54) (53)  
R55 XX CIR TAP NET 101 NLT 106 & 08

NOTE:

1. Numbers in parentheses correspond to data element numbers in Paragraph A of this Appendix.
2. Ammo not shipped in containers is a breakbulk movement.

**Figure U-2.** Sample Format for Electronic Transmission of ETR for Non-Containerized Shipment.

## **D. EXPORT TRAFFIC RELEASE REQUEST FOR CONTAINER SERVICE**

### **Step: 1**

1. Use the same formats for non-containerized cargo requests (figures U-1 and U-2) modified by the procedures in paragraph 2.b. below and Steps 2, 3, and 4.
2. Specific size containers may be requested when required by the characteristics of the cargo or for other operational requirements. When a required quantity and type (large or small) container(s) is needed, include the following data in the abbreviated ETRR.
  - a. If a specific size container is requested, the size requested shall be shown in data element 13 (Remarks(PRU)) (R14 data transaction), with a complete description of the cargo, including description of the commodity and actual dimensions, weight and cube, or a concise statement of the operational requirement or other reason making use of a specific size container necessary.
  - b. Date cargo available for loading at source.
  - c. Activity address code of consignee.
  - d. Priority and RDD, if applicable.
  - e. Whether cargo is sensitive or requires protective handling.

### **Step: 2**

Provide additional required data elements as follows:

<u>Data Transaction</u>	<u>Data Element Number</u>	<u>Field title or entry Instruction</u>	<u>Record Position</u>
R11	56	Number of Vans Required	29-33
R11	55	"V" to identify as SEAVAN Request	49
R21	19	Cube (SU)	50-53
R21	20	Weight (SU)	54-58
R21	57	Size of Vans Required	67
R21	58	Cargo code	72-73

**Step: 3**

The following data are omitted from an ETRR for container service (except under the conditions described in Step 4).

<u>Data</u> <u>Transaction</u>	<u>Data</u> <u>Element</u> <u>Number</u>	<u>Field title or entry</u> <u>Instruction</u>	<u>Record</u> <u>Position</u>
R11	7	Shipment Units	27-23
R11	9	Cube (PRU)	34-37
R11	10	Weight (PRU)	38-42
R11	11	Daily Flow Factor (PRU)	43-14
R21	14	Shipment Unit (SU)	19-34
R21	18	Number of Pieces (SU)	45-49
R21	21	Freight Classification (SU)	59-64
R21	23	Type Pack Code	67-68
R21	24	DOD Commodity	69-73

**Step: 4**

When an ETRR for container service covers shipments moving in straight commodity loads or shipments moving from a transit point, and the weight of a single commodity exceeds 10,000 pounds in a shipment consisting of one or more containers, the following data elements must be included.

1. Data Element 21 (Freight Classification (SU)).
2. Data Element 20 (Weight) (SU)).

**Step: 5**

Submit to appropriate MTMC releasing authority (Paragraph B of this appendix). Allow as much lead time as possible.

\* Data elements are explained in Paragraph A of this appendix.



**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETRR  
MESSAGE FOR A CONTAINER SHIPMENT**

FROM: CDR NCAD NEW CUMBERLAND PA

TO: CDR MTMCEA BAYONNE NJ//MTE-IME// *(or)*  
CDR MTMCWA OAKLAND CA//MIW-ITX//

SUBJECT: EXPORT TRAFFIC RELEASE REQUEST

(1) (2) (3) (4) (5) (6) \* (56) \* \* \* \* (55) (54)  
R11 A25HAT 2541703 A25HAT 257 A 00 00001 0000 00000 00 0000 V &

(52) (53)  
02 01

(1) (51) \* (15) (16) (17) (18) (19) (20) \* (57) \* (24)  
R21 01 0000000000000000 AK4B22 A ZTB 00085 0090 00075 00000000 Y 0 700Z9

\* (26) (27) (53)  
0 3 302 02

NOTES:

1. Numbers in parentheses correspond to data element in Paragraph A of this appendix.
2. Fill fields designated by an asterisk (\*) with zeros only.
3. Use separate line for each shipment unit.

**Figure U-3.** Sample Format for Electronic Transmission of ETRR Message for a Container Shipment.

**SAMPLE FORMAT FOR ELECTRONIC TRANSMISSION OF ETR FOR**  
**A CONTAINER SHIPMENT**

CDRMTMCEA BAYONNE NJ//MTE-ITEP//  
CDR NCAD NEW CUMBERLAND PA

UNCLAS

SUBJECT: EXPORT TRAFFIC RELEASE

(1) (2) (3) (4) (50) (37) (38) (64) (66) (54) (52) (53)  
R51 A25HAT 2541703 A25HAT XX EV26584225A1L1 2591800 L V & 09 01

(1) (12) (21) (22) (40) (41) (42) (43) (44) (45) (46) (54) (55)  
R52 XX 000000 00 RMKS 000 A 10 4 RMRKSP69 PRESTONTRKGCOC/ & 04  
09875USLINES

(1) (12) (47) (54) (53)  
R53 XX GBLRIN115134 & 03

(1) (12) (48) (54) (53)  
R54 XX RIR RELEASED FOR LOADING AT ORIGIN BY USLINES CONTAINERSVC &  
04

(1) (12) (48) (54) (53)  
R54 XX RIR RATED \$31.25 PER MT AT 21 MIN MT USLINES TGBL NO.9 & 05

(1) (12) (48) (54) (53)  
R54 XX RIR TCN A25HAT-0537-V055-MM2V055 & 06

(1) (12) (36) (54) (53)  
R55 XX CIR ARR AT 1L1 5265 ETD 267 ETA JG1 277 CAR BK. MLA 33764 & 07

(1) (12) (36) (54) (53)  
R55 XX CIR 1L1 BALTO MD TAP B 265 USLINES C/O BERTH 8 DUNDALK MD & 08

(1) (56) (57) (34) (59) (60) (61) (62) (63) (54) (53)  
R56 011 20 1L1 JG1 V ZC A25HAT0537V055MM2 066 & 09

NOTE: Numbers in parentheses correspond to data elements in paragraph A of this appendix.

**Figure U-4.** Sample Format for Electronic Transmission of ETR for a Container Shipment.

## **E. EXPORT TRAFFIC RELEASE FOR CONTAINER SERVICE ( NOTE 1)**

**Record Position:** 1-3

**Data Element Number (Note 2):** 1

**Field Title or Entry Instructions:** Document Identifier

**Remarks:** R56 data transaction

**Record Position:** 4-9

**Data Element Number (Note 2):** 2

**Field Title or Entry Instructions:** Requester

**Remarks:** From record position 4-16 of ETR data transaction

**Record Position:** 10-16

**Data Element Number (Note 2):** 3

**Field Title or Entry Instructions:** Requester Identifier

**Remarks:** R11 data transaction

**Record Position:** 17-19

**Data Element Number (Note 2):** 56

**Field Title or Entry Instructions:** Number of Vans Required

**Remarks:** From record position 31-33 of R11 data transaction

**Record Position:** 20-21

**Data Element Number (Note 2):** 57

**Field Title or Entry Instructions:** Size of Vans Required

**Remarks:** (Note 3)

**Record Position:** 22-24

**Data Element Number (Note 2):** 34

**Field Title or Entry Instructions:** Port of Embarkation

**Remarks:** N/A

**Record Position:** 25-27

**Data Element Number (Note 2):** 59

**Field Title or Entry Instructions:** Port of Debarkation

**Remarks:** N/A

**Record Position:** 28

**Data Element Number (Note 2):** 60

**Field Title or Entry Instructions:** Mode

**Remarks:** P--Through-bill of lading, V-SEAVAN

**Record Position:** 29-30

**Data Element Number (Note 2):** 61

**Field Title or Entry Instructions:** Type of Pack

**Remarks:** First position always Z

**Record Position:** 31-47  
**Data Element (Note 2):** 62  
**Field Title or Entry Instructions:** Transportation Control Number  
**Remarks:** See MILSTAMP, Volume I, Appendix C

**Record Position:** 31-36  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Shipping activity  
**Remarks:** From record position 4-9 or R11 data transaction

**Record Position:** 37-40  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Voyage Number  
**Remarks:** N/A

**Record Position:** 41  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** V  
**Remarks:** Denotes SEAVAN TCN

**Record Position:** 42-44  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Serial number assigned by MTMC area command  
**Remarks:** (Note 4)

**Record Position:** 45-46  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Terms of carriage for SEAVAN  
**Remarks:** MILSTAMP, Volume I, Appendix F-15

**Record Position:** 47  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Type of SEAVAN  
**Remarks:** N/A

**Record Position:** 48-50  
**Data Element Number (Note 2):** 63  
**Field Title or Entry Instructions:** Ending Serial Number assigned by MTMC  
**Remarks:** N/A

**Record Position:** 51-78  
**Data Element Number (Note 2):** N/A  
**Field Title or Entry Instructions:** Remarks  
**Remarks:** Plain language information

NOTES:

1. ETR issued in response to request for container service will include an additional (R56) data transaction. This record is used exclusively for an ETR for container service.
2. Data elements are explained in Paragraph A of this appendix.
3. Multiple R56 data transactions will be used when van sizes vary within one release unit.
4. Record position 42-14 will show the serial number assigned for one van (shown as "001" in record position 17-19). If record position 17-19 entry is for more than one van, record position 42-44 will show the first serial number assigned, and record position 48-50 will show the last serial number assigned. Example: Four vans are to be used record position 17-19 show "004," record position 42-44 show the first serial number assigned (e.g., "069"), and record position 48-50 show the last serial number assigned (e.g., "072").

**F. DELAY OF EXPORT TRAFFIC RELEASE**

**Record Position:** 1-3

**Data Element Number:** 1

**Field Title or Entry Instructions:** Document Identifier

**Remarks:** RTD

**Record Position:** 4-16

**Data Element Number:** 3

**Field Title or Entry Instructions:** Requester Identifier

**Remarks:** From R11

**Record Position:** 17-24

**Data Element Number:** N/A

**Field Title or Entry Instructions:** Blank

**Remarks:** N/A

**Record Position:** 25-29

**Data Element Number:** 32

**Field Title or Entry Instructions:** File Identifier

**Remarks:** Assigned by the MTMC area command

**Record Position:** 30

**Data Element Number:** N/A

**Field Title or Entry Instructions:** Blank

**Remarks:** N/A

**Record Position:** 31-35

**Data Element Number:** N/A

**Field Title or Entry Instructions:** Projected day of release

**Remarks:** Two position year and three position Julian Date

**Record Position:** 36-77  
**Data Element Number:** N/A  
**Field Title or Entry Instructions:** Plain language reason for delay of release  
**Remarks:** N/A

**Record Position:** 78  
**Data Element Number:** N/A  
**Field Title or Entry Instructions:** Blank  
**Remarks:** N/A

**Record Position:** 79-80  
**Data Element Number:** N/A  
**Field Title or Entry Instructions:** Always "01"  
**Remarks:** N/A

NOTE: Data elements are explained in Paragraph A of this appendix.

#### **G. CANCELLATION OF EXPORT TRAFFIC RELEASE**

**Record Position:** 1-3  
**Data Element Number:** 1  
**Field Title or Entry Instructions:** Document Identifier  
**Remarks:** RT1

**Record Position:** 4-16  
**Data Element Number:** 3  
**Field Title or Entry Instructions:** Requester Identifier  
**Remarks:** From R11

**Record Position:** 17-22  
**Data Element Number:** 4  
**Field Title or Entry Instructions:** Shipper  
**Remarks:** From R11

**Record Position:** 23  
**Data Element Number:** N/A  
**Field Title or Entry Instructions:** MTMC area command providing data  
**Remarks:** E--MTMCEA, W--MTMCWA

**Record Position:** 24  
**Data Element Number:** N/A  
**Field Title or Entry Instructions:** Blank  
**Remarks:** N/A

**Record Position:** 25

**Data Element Number:** 65

**Field Title or Entry Instructions:** Cancel Code

**Remarks:** N/A

**Record Position:** 26-30

**Data Element Number:** 32

**Field Title or Entry Instructions:** File Identifier

**Remarks:** Assigned by the MTMC area command

**Record Position:** 31-77

**Field Title or Entry Instructions:** Plain language reason(s) for cancellation, if Cancel Code "D" is used in record position 25

**Record Position:** 78-80

**Field Title or Entry Instructions:** Port to which cargo was released

**Remarks:** Use MILSTAMP codes

NOTE: Data elements are explained in Paragraph A of this appendix.

**THIS PAGE LEFT INTENTIONALLY BLANK.**